

AGREEMENT BETWEEN

**NN/LM MIDCONTINENTAL REGION-
UNIVERSITY OF UTAH**

AND

UNIVERSITY OF KANSAS MEDICAL CENTER – DYKES LIBRARY

Type of Contract:

Reimbursable/Fee for Service

Principal Investigator:

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Project Title:

Información de Salud para Promotoras

Period of Performance: February 15, 2010 – February 28, 2011

Amount Funded: \$13,600

Exhibit A

Información de Salud para Promotoras

Statement of Work:

El Centro, Inc., a community based organization in Kansas City, KS with a mission to create and sustain opportunities that empower families, has recently begun a Promotoras program. Approximately 30 lay-health advisors attend regular training sessions then take what they've learned out to their communities; they act as a point of contact in the community for health information and resources. Most of the Promotoras do not speak fluent English and have low computer and health literacy skills. In an effort to change this, the Community Health Librarian at Dykes Library will coordinate a series of trainings with the Promotoras project, working closely with El Centro, Inc. and the Kansas City, Kansas Public Library (KCKPL). A Spanish-speaking librarian from KCKPL will work with the Community Health Librarian to create a curriculum to teach computer literacy skills to the Promotoras. Once they are more comfortable with technology, they will move on to locating health information in Spanish through a variety of web sites. In addition to the trainings, six laptops will be purchased that will be available to the Promotoras at El Centro. They can take these to their peers' homes for use with one-on-one consultations or in small group training sessions. As a result, the Promotoras will become advocates for access to health information and resources in their community.

Objectives:

Short-term Objectives

- Promotoras will have increased computer competency skills
- Promotoras will know where and how to locate reliable health information in Spanish on the Internet
- Promotoras will have access to laptop computers when working with peers to reduce barriers to technology

Long-term Objectives

- Promotoras will serve as health information 'experts' in their community, assisting others with locating health information
- There will be an increased awareness of online health information by the Latino community
- Program planning between El Centro, KCKPL, and Dykes Library will continue to increase awareness of online health information by the Latino community.

Activities:

- Six laptops will be purchased and formatted for Promotoras to locate health information.

- A curriculum will be developed for two one-hour computer-training sessions in Spanish. Content will include very basic desktop navigation skills and web browsing.
- A curriculum will be developed for finding health information on the Internet in Spanish. The four one-hour sessions will include instruction on navigating specific web sites such as MedlinePlus, Kansas Health Online, and Go Local Kansas and other trustworthy sources.
- Trainings with Promotoras will be conducted. Trainings will be held in the computer lab at El Centro. Liaison will coordinate communication with Promotoras along with logistics of sessions (food, child care, best dates)
- The Community Health Librarian will work with staff at El Centro to develop localized promotional materials in Spanish for MedlinePlus including bookmarks, brochures, and posters. These materials will be aimed at the Latino community to encourage them to seek out health information on the Internet. These materials will also encourage people to get help from either the Promotoras or at their public library. Something similar to an InformationRX pad will be developed in Spanish to help patrons remember useful web sites as well as the condition or disease they would like to research.
- Printed materials will be provided for Promotoras to give to their peers about Go Local Kansas, MedlinePlus, and Kansas Health Online.
- Once the trainings are complete, the Promotoras will be encouraged to come up with ways to promote the use of MedlinePlus in Spanish within their communities. They may hold small group trainings, work one-on-one with individuals, or simply pass out the localized promotional materials that are developed.
- Promotoras will keep a log of one-on-one interactions with peers when they use the Internet to find health information.
- Community Health Librarian will continue to hold meetings with Promotoras in order to support their work in the community.

Time Line:

Activity	Objective	Personnel	Timeframe
Purchase and format six laptops for Promotoras to use to locate health information	Promotoras will have access to laptop computers when working with peers	Community Health Librarian	Complete the purchase and have laptops ready for check out from El Centro, Inc. by March 31, 2010
Create curriculum for two one-hour computer-training sessions in Spanish. Content will include very basic	Promotoras will have increased computer competency skills	Community Health Librarian/KCKPL Librarian	Curriculum will be completed by March 1, 2010

desktop navigation skills and web browsing			
Create curriculum for finding health information on the Internet in Spanish. The four one-hour sessions will include instruction on navigating specific web sites such as MedlinePlus, Kansas Health Online, and Go Local Kansas along with identifying trustworthy sources	Promotoras will know where and how to locate health information in Spanish on the Internet	Community Health Librarian/KCKPL Librarian	Curriculum will be completed by May 1, 2010
Conduct trainings with Promotoras. Trainings will be held in the computer lab at El Centro. Liaison will coordinate communication with Promotoras along with logistics of sessions (food, child care, best dates)	Promotoras will have increased computer competency skills Promotoras will know where and how to locate health information in Spanish on the Internet	Community Health Librarian/KCKPL Librarian/El Centro Liaison	Hold sessions during June, July, & August. Days will be chosen based on availability of Promotoras
Provide printed materials for Promotoras to give to their peers about Go Local Kansas, MedlinePlus, and Kansas Health Online	There will be an increased awareness of online health information by the Latino community	Community Health Librarian/El Centro Liaison	Materials will be compiled and created by June 1, 2010 in order to be handed out during the summer training sessions
Promotoras will keep a log of one-on-one interactions with peers when they use the Internet to find health information	Promotoras will serve as health information 'experts' in their community, assisting others with locating health information	Community Health Librarian/El Centro Liaison	Ongoing, after summer training sessions
Community Health Librarian will continue	Program planning between El Centro,	Community Health	Ongoing, after the completion of the

to hold meetings with Promotoras in order to support their work in the community	KCKPL, and Dykes Library will continue	Librarian/El Centro Liaison	project
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Evaluation:

- Pre- and post-tests will be given to the Promotoras for each training. Depending on the topic of the session, the pre-test will gauge the knowledge of the participant prior to the training. The post-test will assess the comfort level of the participant with the new material. Each post-test will require the participant to answer a few questions based on the content of the session.
- The results of these tests will be compiled and evaluated to determine if the Promotoras gain knowledge during the course of the trainings.
- The Promotoras will keep a log of interactions with peers requiring the use of the Internet to locate health information. This could be as informal as helping a family member answer a health question or as formal as offering a training session in their community about using the Internet to find health information. These logs will be compiled to provide an overall picture of the use of online health information in the Latino community.
- An informal discussion will be held with the Promotoras a few months after the summer trainings. They will be asked to share their experiences using technology and the Internet in their communities to locate health information. Their responses will be collected and compiled in hopes of identifying best practices to be documented and shared with other communities via Kansas Health Online.

Deliverables

Deliverables are to be submitted to the NN/LM MidContinental Region in Salt Lake City, Utah

- Quarterly Reports are due 15 days after the close of the quarter.
- The NN/LM MidContinental Region will provide a template to use in completing the reports.
- Quarterly Reports will be due:
 - June 1, 2010
 - September 1, 2010
 - December 1, 2010
 - Last Quarter and Final Report due: March 31, 2011
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- The final 10% of the award will be paid upon receipt of the final report of the project and an invoice for the final 10%.
- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or ClinicalTrials.gov by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nntlm.gov/train/suggest.html) (NTCC) (<http://nntlm.gov/train/suggest.html>).
- At the conclusion of the project, the bidder will submit one effective practice or lesson learned to the Library Success Wiki. <http://www.libsuccess.org/>

EXHIBIT B
Información de Salud para Promotoras

Budget

	Award	In-kind
Personnel		
Salary, Amy Ritterskamp (KUMC)		\$5,504
Salary, Cielo Fernandez (El Centro, Inc.)	\$2,000	
Equipment		
Six Laptops, \$1,250 X 6 (El Centro, Inc.)	\$8,000	
Supplies		
Incentive to Promotoras, \$50 X 15 (KUMC)	\$750	
Reproduction		
Print Spanish promo materials (KUMC)	\$500	
Print pre- and post-surveys (KUMC)	\$50	
Other Costs		
Stipend for KCKPL (KUMC)	\$2,000	
Food for trainings (El Centro, Inc)		\$200
Childcare during trainings (El Centro, Inc.)	\$300	
TOTAL	\$25,200	\$5,904

Personnel

Salary, Amy Ritterskamp, KUMC (10% effort)

The Community Health Librarian will work with the KCKPL Librarian to develop the curriculum for the training sessions. She will also compile and localize the promotion and training materials for Kansas Health Online, Go Local Kansas, and MedlinePlus. She will develop the pre- and post-surveys about computer & health literacy as well as collect and compile all one-on-one interaction logs. She will then compile all the evaluation results. This work will be done in-kind as part of the Librarian's salary.

Salary, Cielo Fernandez, El Centro, Inc.

The El Centro Liaison will be responsible for coordinating and scheduling the training sessions for Promotoras. This involves finding the best dates, securing the facility, purchasing food, and securing childcare. Based on previous meetings with Promotoras, providing food and childcare results in the higher rates of participation. The Liaison will also maintain and facilitate access to the six laptops for the Promotoras. She will also assist with training sessions.

Equipment

Six laptops will be purchased by El Centro, Inc. that will be made available to the Promotoras to use in their communities. These will be basic laptops with only the essential software and hardware for Internet browsing. The Community Health Librarian and El Centro Liaison will create guidelines for their use to which all Promotoras must agree. A quote from Dell follows this justification and does not include shipping & handling.

Supplies

As an incentive for participation, each Promotora will receive a \$50 gift card for something practical like gas or groceries if they attend four of the six training sessions. Based on previous experiences with Promotoras, incentives like this greatly increase participation.

Reproduction

This money will be used to print the Spanish promotional materials and the pre- and post-surveys. The format of the promotional materials will be determined based on feedback from the Promotoras but could include bookmarks, notepads, posters, or brochures. The materials will promote the use of Kansas Health Online, Go Local Kansas, and MedlinePlus as well as finding help from the public library or a Promotoras.

Other Costs

Stipend for KCKPL Librarian

This stipend is to compensate the time of the KCKPL Librarian. She will be teaching the six computer & health literacy sessions. She will also work with the Community Health Librarian to translate promotional and training materials into Spanish.

El Centro will provide funding for food during the training sessions as in-kind costs. A childcare provider will be paid \$50 for their services during the sessions.

EXHIBIT C

Información de Salud para Promotoras

Publishing

All Publications should include the following acknowledgement:

“This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services under Contract No. N01-LM-6-3504 with the University of Utah.”

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

Publications Resulting from NN/LM funded Projects:

As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

The NIH Public Access Policy at <http://publicaccess.nih.gov/policy.htm> ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (<http://www.pubmedcentral.nih.gov/>) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers (<http://publicaccess.nih.gov/FAQ.htm#b1>) are accessible to the public on PubMed Central no later than 12 months after publication.

The NIH Public Access site should be consulted for additional information:

<http://publicaccess.nih.gov/policy.htm>.

Section 508 Compliance:

According to the Department of Health and Human Services synopsis of Section 508 accessibility requirements, Federal agencies are obligated to make all electronic and information technology (EIT) that they develop, maintain or use compliant with Section 508. EIT purchases made on or after June 25, 2001, are subject to Section 508.

It should be noted that other Federal regulations and guidelines (e.g., Section 501 and Section 504 of the Rehabilitation Act) require equal access for individuals with disabilities. Therefore, Federal agencies are required, upon request, to provide information and data to individuals with disabilities through an alternative means of access that can be used by the individuals.

Section 508 Compliance information is at <http://www.section508.gov>