Opioid Abatement Strategies Effectiveness Evaluator (OASEE) Scope of Services and Deliverables

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About this document

This document is a portion of the Opioid Abatement Strategies Effectiveness Evaluator (OASEE) Notice of Funding Opportunity. All application materials are available on the OASEE Overview page at the Illinois Opioid Settlements website.

A.5. Scope of Services

The OASEE will research the effectiveness of opioid abatement strategies approved by the Illinois Opioid Remediation Advisory Board (IORAB) on reducing opioid-related mortality and related harms. The OASEE will do the following:

- Define data collection processes and outcome measures for each opioid abatement strategy.
- Collect and analyze data (quantitative and/or qualitative) on programs implemented according to each opioid abatement strategy.
- Summarize and report study findings, including outcomes, disparities, implementation barriers, and effectiveness, twice yearly.

Task 1. Award Administration Requirements

The OASEE must fulfill obligations outlined in Section G., Award Administration Information, including planning, reporting, data collection, and participating in technical assistance (TA).

Task 2. Study Design

The OASEE must develop a study design aligned with evidence-based strategies that meets the requirements described in Tasks 3-7. The design must include programs likely to be implemented in the period of performance, based upon funding allocations approved by the Steering Committee, and

include participatory methods such as community-based participatory research and youth participatory action research to supplement the data gathered from Regional Care Coordination Agency (RCCA) subrecipients.

Task 3. Subrecipient Data Collection Portal

The OASEE must develop and maintain a secure data collection portal ("portal") for the RCCA and other RCCA subrecipients. The OASEE must collaborate with the RCCA to define reporting and data visualization requirements prior to finalizing data collection methods and ensure data policies are compliant with programmatic, state, and federal regulations.

Portal requirements include the following:

- Able to collect different data formats established for each current as well as forthcoming RCCA subawards
- Uses multifactor authentication if personally identifiable information (PII) is collected
- Designed and built to reduce the reporting burden on subrecipients of multiple RCCA subawards

It is preferred that the RCCA have Application Programming Interface (API) access to OASEE data.

Task 4. Data Collection Approach

The OASEE must, for each NOFO developed by the RCCA, do the following:

- Review literature and current practices and recommend data points from public sources (e.g., overdoses, emergency department [ED] visits) to factor into the model to measure the effectiveness of opioid abatement strategies.
- Identify relevant process measures and data to be collected by subrecipients.
- Identify relevant outcomes measures and data to be collected by subrecipients, along with other relevant data to be collected from public sources.
- Provide written feedback on data collection to the RCCA within 14 days of each request.

Task 5. Training and Technical Assistance (TTA) for Subrecipients

The OASEE must develop and host asynchronous training for subrecipients on the following topics:

- Use of the portal,
- Data collection methods,
- The importance of accurate data, and
- How to protect personal health information.

Additionally, the OASEE must provide TA as needed in accessing the portal and entering data accurately.

Task 6. Additional Data Collection Activities

The OASEE must conduct additional data collection activities according to the study design. Recruitment of study subjects should be conducted according to evidence-based practices and should include youth, adults, and persons with lived experience. Institutional Review Board (IRB) approval for the study design must be obtained when applicable.

Task 7. Analysis and Reporting

The OASEE must, for each RCCA subaward, do the following:

- Analyze and report on the effectiveness of the strategy as a whole and of individual subrecipients, using both subrecipient data and publicly available datasets such as those containing information about fatal overdoses, non-fatal overdoses, and opioid-related ED visits. For individual subrecipients, the analysis should include the services provided, the number of people served, and measurable outcomes. The analysis should include the impact of demographics, geography, and other factors such as prior overdose or prior receipt of treatment.
- Complete semi-annual cross-strategy evaluations and biannual reports twice per year to the RCCA. The analysis must account for other factors that might influence outcomes and identify limitations. The reports must provide sufficient detail to enable the IORAB to use the reports to evaluate future funding decisions, including the following:
    - Outcomes associated with each funded strategy
    - Relative effectiveness of each funded strategy
    - Differences in impact based on geography, demographics, and other factors
    - Implementation barriers to be addressed in future NOFOs

Between reports, the OASEE must respond, up to 12 times during the period of performance, to requests made by the IORAB or its working groups for data collected from subrecipients.

A.6. Deliverables and Performance Measures

The following table details (a) the deliverables required according to the scope of services and (b) associated performance measures, standards, and potential metrics (subject to change) to be collected by task. Time periods refer to the days from the beginning of the period of performance.

Deliverables		Performance Measures	Standards	Metrics (Days from beginning of period of performance)
T1	**Award administration requirements**	Complete organizational needs assessment survey	100%	Needs assessment survey completed (15 days)
		Complete implementation and sustainability plan	100%	Implementation and sustainability plan created (30 days) Bimonthly project status meetings (initiated within 15 days) # of milestones achieved (reported monthly) Sustainability plan updated (submitted with final monthly reports)
		Implement equity and racial justice plan	100%	Organizational assessment completed (90 days) Plan drafted (120 days) Plan finalized (160 days) # milestones achieved (reported monthly)
		Report performance information	100%	Activities and services metrics reported (10th of each month, 10th following each quarter unless otherwise prescribed)
		Report fiscal information	100%	Fiscal performance reported (10th of each month)
		Participate in TA	75%	# TTA sessions attended (quarterly or as prescribed)
T2	**Study design**	Gather requirements and complete study design	100%	Design document draft submitted (45 days) Design document finalized (60 days)
		Obtain IRB approval, as required	100%	Approval obtained (120 days)

Deliverables		Performance Measures	Standards	Metrics (Days from beginning of period of performance)
T3	**Subrecipient data collection portal**	Gather requirements and complete portal design	100%	Design document draft submitted (45 days) Design document finalized (60 days)
		Complete data governance policy	100%	Policy submitted (45 days)
		Build and test beta version	100%	Testing completed (75 days)
		Launch final version	100%	Final version (90 days)
		Maintain secure portal	95%	Portal operational and accessible by subrecipients
T4	**Data collection approach for NOFOs**	Recommendation for data collection approach	95%	Provided to RCCA within 14 days of request
T5	**Data collection support and monitoring**	Develop TA and training materials for use of portal	95%	Subrecipients can access training (at portal launch)
		Respond to subrecipient TA requests in timely manner	95%	Response within 2 business days
T6	**Data collection activities**	Collect additional data as defined in study design per strategy	80% identified in work plan	# data collection activities # strategies studied # study participants
T7	**Data analysis and reporting**	Gather and finalize reporting requirements design	100%	Design document drafted (45 days) Design document finalized (60 days)
		Analyze and report on individual subrecipient performance	95%	Monthly reports available by the 15th (or next business day) of each month Quarterly reports available by the 15th (or next business day) of each quarter
		Analyze and report on effectiveness of strategies	100%	Report submitted within 30 days of end of each 6-month period Report contains all required elements
		Respond to data requests from the RCCA, SUPR, or IORAB in a timely manner	95%	Response within 5 business days