



WENDY STILL, MAS
Chief Probation Officer

ALAMEDA COUNTY PROBATION DEPARTMENT

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October 13, 2017

Honorable Board of Supervisors
County Administrator Building
1221 Oak Street
Oakland, CA 94612

SUBJECT: APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN ALAMEDA COUNTY PROBATION DEPARTMENT (ACPD) AND RESEARCH TRIANGLE INSTITUTE INTERNATIONAL (RTI) TO CONDUCT A WOMEN'S RESEARCH STUDY

Dear Board Members:

RECOMMENDATIONS:

1. Approve a Memorandum of Understanding (MOU) with Research Triangle Institute International (Principal: Jennifer Lorvick; Location: San Francisco, CA) for provision of the final report of the Understanding and Improving Medicaid Use among Women on Probation since Affordable Care Act (ACA) aka Health Action Learning Opportunities (HALO) study for the period of 9/7/17 – 3/6/18 with no costs to the County; and
2. Approve the Delegation of Authority to the Chief Probation Officer or designee, upon approval and review of County Counsel, to execute the MOU.

SUMMARY AND DISCUSSIONS:

For Alameda County Probation, the goal is to have female probationers enrolled in gender responsive programs through outreach and frequent orientations.

The Affordable Care Act (ACA) has created an unprecedented opportunity for women with criminal justice involvement (CJI) to obtain health insurance coverage, primarily through Medicaid expansion in 32 states and the District of Columbia. The vast majority (77%) of women with CJI are on probation. The proposed study will investigate healthcare utilization among women on probation who have Medicaid, focusing on health literacy and other factors that influence type (e.g., urgent, routine) and venue (e.g., emergency department, community clinic) of care. Women with CJI are

disproportionately low-income women of color who are strongly affected by health disparities, with much higher burdens of preventable and chronic health conditions than women without CJI. In addition to practical, social, and economic factors, the Institute of Medicine recognizes that poor health literacy is a major barrier to the use of preventive and routine care among disadvantaged populations. Poor health literacy is associated with lower likelihood of receiving preventive care and poorer outcomes for chronic health conditions.

For women on probation, Medicaid utilization for preventive and routine health care may require specific, focused health literacy education and support. Knowledge from the proposed study will contribute to scholarship on the underlying causes of health disparities among women with CJI, the impact of Medicaid expansion under the ACA, and strategies to improve women's health by increasing routine and preventive healthcare utilization. RTI will conduct qualitative interviews and present their findings in a final report.

FINANCING:

There is NO increase in Net County Cost. The study is financed independently through the National Institute of Health (NIH)/National Institute on Minority Health and Health Disparities.

Respectfully submitted,



Wendy Still, MAS
Chief Probation Officer

Attachment: Memorandum of Understanding

WS:nm

MEMORANDUM OF UNDERSTANDING

Between

**Research Triangle Institute (RTI) International and
The Alameda County Probation Department (Probation)**

For

**A Study on the Understanding and Improving Medicaid Use among Women on Probation since
Affordable Care Act (ACA) aka Health Action Learning Opportunities (HALO) Study**

This is a Memorandum of Understanding (MOU) by and between the Alameda County Probation Department, hereinafter referred to as “Probation”, and the **Research Triangle Institute (RTI) International**, hereinafter referred to as the “RTI, who mutually agree to the following:

I. PURPOSE

The Affordable Care Act (ACA) has created an unprecedented opportunity for women with criminal justice involvement (CJI) to obtain health insurance coverage, primarily through Medicaid expansion in 32 states and the District of Columbia. The vast majority (77%) of women with CJI are on probation. The proposed study will investigate healthcare utilization among women on probation who have Medicaid, focusing on health literacy and other factors that influence type (e.g., urgent, routine) and venue (e.g., emergency department, community clinic) of care. Women with CJI are disproportionately low-income women of color who are strongly affected by health disparities, with much higher burdens of preventable and chronic health conditions than women without CJI. In addition to practical, social, and economic factors, the Institute of Medicine recognizes that poor health literacy is a major barrier to the use of preventive and routine care among disadvantaged populations. Poor health literacy is associated with lower likelihood of receiving preventive care and poorer outcomes for chronic health conditions.

The source of funding for this study is National Institute of Health (NIH)/National Institute on Minority Health and Health Disparities.

RTI’s research aims are as follows:

Aim 1: To identify health literacy and other factors that influence type (e.g., urgent, routine) and venue (e.g., emergency department, community clinic) of healthcare utilization in a cohort (n=360) of women on probation who have Medicaid.

Aim 2: To explore how criminal justice involvement, health literacy, and prior experiences navigating healthcare settings contextualize type and venue of healthcare utilization among a qualitative sub-sample (n=80) of women on probation who have Medicaid.

Aim 3: To use findings from Aims 1 and 2 to adapt an existing health literacy intervention designed for women with CJI, pilot the intervention with women on probation who have Medicaid (n=40), and assess its feasibility and acceptability for a larger efficacy study. The ultimate goal of the intervention would be to shift patterns of Medicaid utilization toward routine and preventive healthcare in community settings.

For Alameda County Probation, the goal is to have female probationers enrolled in gender responsive programs through outreach and frequent orientations.

II. MOU Term

This MOU will commence on September 1, 2017 and will expire close of business day on March 6, 2018 (See Section III for Project Timeline).

IRB Approval/Certification

During the term of the project and prior to the commencement of each Stage, the HALO Study will be required to receive the approval of the Office of Research Protection, RTI Institutional Review Board (IRB) and present the same proof of approval and/or certification to Probation (See attached IRB Notice of Approval).

Data Sharing Agreement

Data sharing terms are outlined in the attached data sharing agreement (See Attachment A). Interview questions for the study have been vetted and approved by the Chief Probation Officer (See Attachment B). In addition, as is outlined in the attached data sharing agreement, any recordings conducted during any one (or all) phase(s) are subject to California Penal Code Section 632.¹

III. SCOPE OF RESEARCH PROJECT

Overview

For women on probation, Medicaid utilization for preventive and routine health care may require specific, focused health literacy education and support. Knowledge from the proposed study will contribute to scholarship on the underlying causes of health disparities among women with CJI, the impact of Medicaid expansion under the ACA, and strategies to improve women's health by increasing routine and preventive healthcare utilization.

Participant Procedures

All 360 women participating in the study will be asked to take part in the following procedures:

- Informed consent
- Baseline quantitative survey
- 6 month quantitative survey

¹ Penal Code§632 http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=632.&lawCode=PEN

- 12 month quantitative survey
- Monthly check-in appointments to update contact information (very brief)

In addition, a subset of approximately 50 women will also be asked to participate in an open-ended qualitative interview.

All data collection procedures will take place at a community field site separate from the probation office.

Incentives

Graduated incentives will be used to promote ongoing participation. Incentives will be \$20 for the baseline interview; \$30 for the 6-month interview; and \$40 for the 12-month interview. In addition, a \$10 incentive will be provided once a month for participants to drop into the field data collection office, connect with research staff and update their contact information. A \$30 incentive will be provided to women who participate in the qualitative interview.

Quantitative Data Collection

Surveys will be conducted 1-1 in a confidential space at the community field site by trained interviewers. The survey will be programmed into laptops using computer-assisted personal interviewing (CAPI) software. Trained interviewers will ask participants each question in the survey and enter their responses. The survey will last approximately 45 minutes and contain measures of health literacy, health status, healthcare use by type (e.g., urgent care, routine care) and venue (e.g., emergency department, community clinic), and psychosocial and structural factors, such as marital status and housing situation. The CAPI system is programmed to ask only relevant follow-up questions (for example, if a participant replies she has not used health care in the past year, the program ‘skips out’ of questions regarding where she received health care in the past year). Participants will be reminded that participation in the study is voluntary and they may refuse to answer individual questions if they so choose.

Qualitative Data Collection

Interviews will be conducted 1-1 in a confidential space at the community field site by trained research staff. Interviews will take 60- to 90 minutes to complete, and will be digitally recorded and transcribed verbatim by a professional service. Qualitative interview questions explore the roles that criminal justice system involvement, health literacy, and prior experiences navigating healthcare settings play in health care utilization.

Staff Training and Qualifications

The study will employ one full-time field coordinator and two part-time research interviewers. People who have been in the criminal justice system will be encouraged to apply. Staff will participate in 16 hours of training regarding informed consent, data collection procedures and the study survey. In addition, they will have 4 hours of training

that reviews the research regarding women in the criminal justice system. Qualifications include:

- **Field Coordinator.** The field coordinator will have a Master’s degree in public health, sociology or a related field, or the equivalent in education and experience. Knowledge regarding quantitative data collection methods will be required. In addition, s/he will have at least 1 year of experience working directly with people experiencing poverty, homelessness, and/or criminal justice system involvement. The ability to work collaboratively with various stakeholders will be essential;
- **Research interviewers.** The research interviewers will have at least 1 year experience in quantitative or qualitative data collection and at least 1 year of experience directly with people experiencing poverty, homelessness and/or criminal justice system involvement. Working knowledge of PC-based computer programs will also be required; and
- The **Field Coordinator** will compile a list of appropriate resources in Alameda County, to which staff will refer participants as needed.

Timeline of Project

The timeline of the research project is as follows:

HALO Study Timeline

Activities	2017	2018				2019				2020			
	Sep - Dec	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Recruit cohort; conduct baseline interviews	x	x	x	x	x								
Summary report of baseline data						x							
6-month follow-up interviews with cohort		x	x	x	x	x	x						
Summary report of 6-month data								x					
12-month follow-up interviews with cohort				x	x	x	x	x	x				
Summary report of 12-month data										x			
Qualitative interviews	x	x	x	x	x	x	x	x	x				
Data analysis	x	x	x	x	x	x	x	x	x	x	x		
Intervention development									x	x			
Intervention pilot											x	x	
Intervention evaluation												x	
Dissemination of findings: publications, presentations, reports								x	x	x	x	x	x

Outcomes/Deliverables

Goal/deliverable	Due Date
Baseline interviews (n=360)	December 31, 2018
Report on baseline data	March 30, 2019
Six month interviews (n~306)	June 30, 2019
Report on six month follow up	September 30, 2019
12 month interviews (n~260)	December 31, 2019
Report on 12 month interviews	February 15, 2020
Qualitative interviews (n=80)	December 31, 2019
Intervention pilot designed	March 30, 2020
Intervention pilot delivered	June 30, 2020
Intervention pilot evaluation	September 30, 2020
Final report	December 31, 2020

V. MODIFICATION AND TERMINATION

This agreement may be cancelled or terminated without cause by either party by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance.

Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Alameda County Probation Department and Research Triangle Institute International authorized officials. It shall be in force for one year from September 1, 2017 through March 6, 2018, with an option to renew annually. PROBATION and Research Triangle Institute International indicate agreement with this MOU by their signatures.

IN WITNESS WHEREOF, the Parties have executed this MOU by their duly authorized officers.

ALAMEDA COUNTY PROBATION
DEPARTMENT

RTI International

By: _____
Wendy Still, Chief Probation Officer

By: _____