



Request for Proposals for Data Collector- Lower Arkansas Valley (Lamar and La Junta area)

Background and Purpose

The mission of Trailhead Institute (Trailhead) is to advance innovation and collaboration in public and environmental health. For over 26 years, Trailhead has led and collaborated on local and statewide public health initiatives by supporting and creating partnerships with a diverse set of community, university, and public sector partners. Trailhead believes effective partnerships are essential to addressing the needs of communities, and its approach to partnerships is organic and collaborative by nature.

In partnership with the University of Colorado, Trailhead is contracting with 1 individual to support a National Heart, Lung and Blood Institute funded project that is part of the Disparities Elimination through Coordinated Interventions to Prevent and Control Heart and Lung Disease Risk (DECIPHER) Colorado program. We are seeking one contractor in the Lower Arkansas Valley (Lamar/La Junta/Las Animas) region. This contractor as a **data collector**, will work with the Colorado DECIPHER team at the University of Colorado and Children's Hospital to collect essential data/information to make informed decisions and to collect baseline information to permit demonstration of the project's impact. For the 2022-23 school year, data collectors will work closely with school nurses and their teams to identify students with asthma and complete asthma assessments and learn more about the participating school systems/districts to inform next steps/implementation.

In subsequent years, academic years 2023-2027, **Asthma Navigators** will be necessary to implement the intervention. There is an opportunity for data collectors to transition into the Asthma Navigator role to serve in the region.

The aim of the DECIPHER project is broad-scale implementation of an effective school-based asthma program to improve asthma control of children (ages 5 to 12 years) and families with asthma and eliminate disparities for children in communities with fewer resources. Asthma is a leading cause of children's hospitalizations, emergency department visits, and missed school days.

Services Requested: Data Collector

- Attend onboarding trainings provided by University staff (via Zoom) to learn best practices for collecting data in a consistent and rigorous manner and to understand confidentiality and protection of personal information protocols. Trailhead Institute will also hold a required training to provide protocols and processes for receiving compensation.

For public health innovation

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- Support and assist school nurses and their teams to identify students with asthma and complete asthma assessments.
- Collect data related to the number of students with asthma at schools and asthma assessments through onsite school visits, Zoom encounters, phone calls and mailings.
- Standardize and provide data collected to University research staff on a scheduled basis.
- Work with school nurses and their teams to understand school/school district environment and to build a supportive infrastructure for serving students and families with asthma and collecting data/information related to asthma.

Qualifications:

- Basic experience with Microsoft Outlook, Word, Excel and PowerPoint.
- Must be willing and able to travel independently throughout the assigned region using own method of transportation, as needed.
- Willingness to work evenings depending on scheduled back to school and registration events for each school/school district.
- Bilingual Spanish/English is preferred or ability/willingness to work with translation and interpretation services.
- Demonstrated commitment to inclusiveness, health equity, and reduction of health disparities.
- Experience (preferred but not required) in working with community-based health program, clinical and community health service providers.
- Ability to accomplish tasks within established timeframes.
- While we welcome applicants from all educational backgrounds, this contractor position prioritizes lived experience as it aligns with the duties above over educational experience.

Submittal Requirements

Timeline and Contacts:

2 -Week Application review will start on: **June 27, 2022**

Desired start date: **July 25, 2022**

Approximately 25-30 hours/week

Please direct inquiries regarding this RFP to hcoleman@trailhead.institute

Email electronic submissions to Applications@Trailhead.Institute

Due to office relocation during this timeframe, electronic submissions are preferred. If non-electronic submission is necessary please mail to: Trailhead Institute, ATTN: Sarah Lampe, 1999 Broadway Suite 600 Denver, CO 80202



Please **include the following** information in your application:

1. Letter of interest, including:
 - b. Brief description of individual, firm or organization
 - c. Areas of expertise and/or living experience
 - d. Indicate which geographic region you would be most interested in supporting
 - e. Experience working with community-based organizations, school districts, or public health entities in your community or statewide.
 - f. Contact information
 - g. Resume
2. Rates and fee structure for the proposed work is \$30/hour, including transportation costs.

Please submit required materials in any format, as long as all information requested is included. Trailhead reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals, to reject any and all proposals and statements of qualifications, and accepts no responsibility for the cost of proposal preparation.

Contract

Trailhead anticipates an initial 6-month contract, with an option to extend.

Termination of Contract

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

Trailhead Institute is dedicated to providing equal opportunities for all employees and contractors based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute actively supports working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.