

**First 5 LA
Policy Advocacy Fund
SCOPE OF WORK**

Agency Name Asian Pacific American Legal Center
Project Name Health Access Project
Project Length Five years – March 2012-February 2017
Contract Period Four months – March-1-June 30, 2012

Objectives	Activities & Subtasks	Staff Assignment	Timeline	Deliverables
1. Coalition Building	<p>a. Establish and maintain the AAPI Health Care Reform Advocacy Network (AAPI Network) to share information and resources regarding ACA.</p> <p>1) Determine AAPI Network partners and prepare a master list and Memoranda of Understanding (MOUs) with AAPI Network partners/collaborators.</p> <p>2) Create the AAPI Network infrastructure, including a communications system, i.e., intranet, work plans, newsletters, website, etc.</p> <p>3) Conduct monthly meetings with AAPI Network partners, i.e., conference calls, in-person meetings, site visits, etc.</p> <p>4) Complete logic model.</p> <p>b. Assess the capacity and needs of the AAPI Network partners, including a survey of partners</p>	<p>a. Doreena Wong, Project Director (DW) Suely Ngouy, Policy Advocate (SN) Policy Advocate #2 (PA), Oversight by Policy Director (PD).</p> <p>1) DW</p> <p>2) SN/ PA</p> <p>3) DW, SN, & PA</p> <p>4) DW, SN & PA</p>	<p>a. March-June 2012</p> <p>1) March 30, 2012</p> <p>2) April-2012</p> <p>3) April-June 2012</p> <p>4) March 30, 2012</p>	<p>a. Active AAPI Advocacy Network of informed community groups, consumers and small businesses with services/links to 0-5 children/pregnant women organized around health care reform (up to 13 main groups plus their networks).</p> <p>1) A master list of all partners, along with MOUs from all network partner organizations with clear responsibilities (April 1, 2012).</p> <p>2) An online newsletter and webpage on APALC website for the AAPI Network (April 1, 2012).</p> <p>3) Monthly meeting schedule (March 30, 2012).b. Survey of</p>

**First 5 LA
Policy Advocacy Fund**

	<p>regarding their experience with, and knowledge of, health programs, particularly those serving pregnant women and children 0-5 years of age</p> <p>c. Strengthen relationships with other coalitions, including those working with children, including First 5 policy grantees, the 100% Campaign (The Children's Partnership, Children NOW, & Children's Defense Fund-CA), and organizations with expertise serving pregnant women and children aged 0-5, such as Maternal and Child Health Access (MCHA), and immigrants, such as the National Immigration Law Center (NILC), and low-income health programs, such as the National Health Law Program (NHeLP) and Western Center on Law & Poverty (WCLP).</p> <p>1) Participate in conference calls with coalitions working on health care reform, including monthly California Advocates calls convened by NHeLP, Having Our Say Coalition calls convened by the California Pan-Ethnic Health Network, etc.</p>	<p>b. DW, SN & PA Oversight by Policy Director (PD).</p> <p>c. DW, SN, & PA Oversight by Policy Director (PD).</p> <p>1) DW, SN, & PA</p>	<p>b. March 2012</p> <p>c. March-June 2012</p> <p>1) March-June 2012</p>	<p>services and health care programs, including those affecting pregnant women and children aged 0-5 years (March 30, 2012).</p> <p>c.1)-2) Increased communication through regular conference calls and e-mails with others working on health care reform and health programs targeting pregnant women and children aged 0-5 (June 30, 2012).</p>
	2) Attend quarterly First 5 policy grantee meetings	2) DW/SN	2) April 2012	

**First 5 LA
Policy Advocacy Fund**

<p>2. Promote Leadership and Expertise</p>	<p>a. Begin training of AAPI Network partners and others to be effective advocates and liaisons/leaders on health care reform issues affecting the AAPI communities, especially pregnant women and children 0-5 years of age.</p> <p>1) Develop training materials on health care reform, highlighting issues pertinent to AAPIs, especially those affecting pregnant women and children 0-5 years of age.</p> <p>2) Identify and develop resources/resource list to be posted on APALC website</p> <p>b. Conduct a training for the AAPI Network partners on substantive law/information on health care reform, including those issues impacting low-income pregnant women and children 0-5 years of age. Community workshops on health care also available for parents of 0-5.</p>	<p>a. DW, SN & PA Oversight by Policy Director (PD).</p> <p>1) DW</p> <p>2) SN/PA</p> <p>b. DW, SN, & PA Oversight by Policy Director (PD).</p>	<p>a. March-June 2012</p> <p>1) March-June 2012</p> <p>2) March-June 2012</p> <p>b. March-June 2012</p>	<p>a.</p> <p>1) Training materials for the AAPI Network partners, including one for consumers and one for small businesses (June 15,, 2012).</p> <p>2) Ongoing resource list posted on APALC website (May 1, 2012).</p> <p>b. An initial training with at least 25 participants (June 30, 2012).</p> <p>c.1) Schedule of meetings (June 30, 2012)</p>
<p>3. Public & Policymaker Education</p>	<p>a. Identify, develop, and distribute key culturally and linguistically (C&L) competent materials, including those produced by other sources, including federal, state, and local government agencies and other advocacy groups, such as NHeLP</p>	<p>a. DW, SN, & PA Oversight and policy coordination by PD.</p>	<p>a. March-June 2012</p>	<p>a.</p> <p>1) Master list of collected materials (June 30, 2012).</p> <p>2) Master list of translated materials</p>

**First 5 LA
Policy Advocacy Fund**

	<p>(through the Health Consumer Alliance), WCLP, NILC, MCHA, 100% Campaign, etc.</p> <p>1) Survey, review, and collect materials on health care reform to identify gaps in needed information.</p> <p>2) Translate existing materials into the top 8 AAPI languages for consumers and small businesses and develop materials targeting the AAPI community, especially those impacting pregnant women and children 0-5 years of age as needed</p> <p>3) Use of the APALC website as a clearinghouse of information.</p> <p>4) Network conducts outreach at community events to distribute information to parents of 0 to 5.</p> <p>b. Conduct research and develop fact sheets and policy briefs for policy makers.</p> <p>1) Distribute materials to key decision makers on health care implementation.</p>	<p>1) SN/PA</p> <p>2) DW, SN, & PA</p> <p>3) SN/PA</p> <p>4) SN/PA and Network</p> <p>b. DW, SN, & PA Oversight and policy coordination by PD.</p> <p>1) DW, SN & PA</p>	<p>1) March-June 2012</p> <p>2) May-June 2012</p> <p>3) March-June 2012</p> <p>4) March-June 2012</p> <p>b. March-June 2012</p> <p>1) April -June 2012</p>	<p>(June 30, 2012).</p> <p>3) Updated website with resources (June 30, 2012)</p> <p>b. Consumer Fact Sheet translated into 8 different Asian languages (June 30, 2012)</p>
4. Coalition Involvement/Influence Policy Formulation	<p>a. Conduct public policy advocacy on health care reform implementation in California to promote cultural and linguistic access, to increase access to health care programs, and to maximize eligibility, enrollment,</p>	<p>a. DW, SN, & PA Oversight and policy coordination by PD.</p>	<p>a. 1)-3) March-June 2012</p>	<p>a-c. Master file of comment, letters, client stories, and other related material (June 30, 2012).</p>

**First 5 LA
Policy Advocacy Fund**

	<p>retention, and utilization of health care programs, especially as it affects families, children aged 0-5, immigrants, and limited-English proficient populations.</p> <p>1) Advocate for effective outreach, education, and funding by state and local government agencies regarding health care implementation.</p> <p>2) Provide input and recommendations to the Department of Health Care Services as they attempt to merge the Healthy Families Program into Medi-Cal and monitor any transition if the Governor succeeds.</p> <p>b. Provide policy recommendations to policy/decision makers.</p> <p>1) Monitor, analyze, and provide input to proposed federal, state, and local guidelines, bulletins, requests for comments, and regulations regarding health care reform.</p> <p>2) Collect stories about impacted families facing problems in obtaining health care and/or successfully accessing health care to support advocacy efforts.</p> <p>3) Coordinate advocacy efforts for policy changes, such as seeking participation of the AAPI Network in letter writing campaigns, testifying at</p>	<p>1) DW, SN, & PA</p> <p>2) SN/PA</p> <p>b. DW, SN, & PA Oversight and policy coordination by PD.</p> <p>1) DW</p> <p>2) DW, SN, & PA</p>	<p>b. 1)-4) March-June 2012</p>	
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**First 5 LA
Policy Advocacy Fund**

	<p>public hearings, or legislative visits to policy makers.</p> <p>c. Coordinate policy advocacy efforts with other coalitions and advocacy groups, including those working with children, such as the 100% Campaign, MCHA, NILC, NHeLP, WCLP, CPEHN, etc.</p>	c. DW		
			c. March-June 2012	
5. Evaluation	<p>a. Develop a Request for Proposal (RFP) for an external evaluator for the project.</p> <p>1) Select an evaluator and discuss evaluation strategy/plan and development of evaluation</p>	<p>a. DW</p> <p>1) DW, SN & PA</p>	<p>a. March-April 2012</p> <p>1) May-June 2012</p>	<p>a. RFP for a consultant to conduct the project evaluation (April 30, 2012).</p> <p>1) Selection of the evaluator and creation of evaluation process and tools (June 30, 2012).</p>