ILLInet RECOVER

Researching COVID to Enhance Recovery in Illinois

An Initiative Funded by the National Institutes of Health

COMMUNITY PARTNER MANUAL

Version 1.0 (5/26/22 RC)

CONTENTS

About RECOVER

ILLInet RECOVER Partners

Engagement and Enrollment

Key Roles

UIC RECOVER Contacts

General RECOVER Orientation

Scope of Work (SOW)

Expectations

Reporting Templates

ILLINET.org: Tracking Referrals

FAQ’s

Resources/Materials

- Partner resources
- Community Resources

ABOUT RECOVER:

RECOVER is a national research initiative from the **National Institutes of Health (NIH)**. The federal government recognizes the impact of COVID and has asked for an official set of rules to be created to evaluate the long-term symptoms people are reporting. Illinois is one of 30 study centers nationwide that will develop best practices for people with difficulty recovering from COVID.

The overall goal of the NIH RECOVER Initiative is to rapidly improve our understanding of and ability to predict, treat, and prevent post-acute sequelae of SARS-CoV-2 infection (PASC), also known as "Long COVID." PASC can affect any organ system, including the brain, lungs, and nervous system. There are many symptoms of PASC, including fatigue, weakness, difficulty concentrating, shortness of breath, anxiety, and depression. We currently do not know why some patients with COVID-19 develop PASC and why others do not. We also do not know how to prevent or treat PASC. The NIH RECOVER Initiative is designed to answer these questions. More information about the NIH RECOVER Initiative is available at https://recovercovid.org/.

The **UIC IRB-approved RECOVER study protocol (# 2021-1287)** requires an **enrollment visit** that can be performed in three stages (recruitment and obtaining informed consent; questionnaires administered by a centralized study call center; brief physical exam, clinical assessments, and laboratory tests that require an in-person study visit at UI Health). There will also be **(a) in-person follow-up visits at months 3, 6, 12, 24, and 36** that include questionnaires administered by a centralized study call center and in-person visit at UI Health for laboratory testing; **and (b) remote follow-up visits at months 9, 15, 18, 21, 27, 30, and 33** for questionnaires administered by a centralized study call center. Finally, there may be additional in-person follow-up study visits at UI Health for specialized testing, if there are abnormalities identified at the other visits.

The ILLInet RECOVER Hub (with University of Illinois Chicago as the prime) is committed to ensuring that a diverse adult (age 18 years and older) population that appropriately reflects the disproportionate burden of COVID-19 in urban and rural areas is invited to join the NIH RECOVER Initiative. More information about the NIH ILLInet RECOVER Hub is available at https://illinet.org/.

WHY IS THIS STUDY UNIQUE?

Community partners will play an essential role in ILLInet-RECOVER by completing two scopes of work. Some community partners will serve on a Community Engagement Steering Committee and will ensure that RECOVER study activities are appropriate, relevant and tailored for success in their communities. Some community partners will serve as Enrollment Partners and will help to refer community members for participation in ILLInet-RECOVER and assist with retention by completing specified activities to maintain engagement. Several community partners will complete one scope of work and some will complete both. Engaging the community is key to support the voices and needs of individuals most impacted by COVID.

ILLInet RECOVER Partners

Bright Star Community Outreach/PCH Ministries:
https://www.brightstarcommunityoutreach.com/
RECOVER Engagement & Enrollment Partner

Over the course of our proud twelve-year history, Bright Star Community Outreach has made significant contributions to the renewal of Chicago's most vulnerable communities as a 501C3 nonprofit organization. Driven by our hope for change in this city and the families that call it home, Bright Star's presence has been marked by effective programming, social development, and advocacy; particularly in the 3rd and 4th ward of Chicago's south side.

Led by founder and CEO, Pastor Chris Harris, Sr., who grew up in the Bronzeville neighborhood where we are currently located, our strategy includes developing impactful community development initiatives aimed at facing our largest societal challenges: violence in our communities, poor economic opportunities, inadequate mental health services, homelessness, child safety, and drug abuse. These efforts are designed to strengthen local families and communities, as well as leverage our key partnerships with organizations and businesses that share our passion for seeing renewal in Chicago.

Central Illinois Friends
https://www.friendsofcentralillinois.org/
RECOVER Enrollment Partner

Central Illinois Friends provides a community for individuals living with HIV, as well as transportation, rent, utilities, and emergency services. We also provide free & confidential HIV and STI Screenings, HPV vaccinations, PrEP, education, and/or referral services.

Chicago Urban League
https://chiul.org/
RECOVER Engagement Partner

Since 1916, the Chicago Urban League has helped people find jobs, secure affordable housing, enhance their educational experiences, and grow their businesses. One of the oldest and largest affiliates of the National Urban League, we promote strong, sustainable communities through advocacy, innovation, and collaborative community, corporate and civic relationships.

Envision Community Services
https://www.envisioncs.org/
RECOVER Engagement Partner

Mission: To improve the quality of life by empowering community members to become self-sufficient through workforce development, education initiatives, wellness and leadership expansion services.

Vision: To create a safe environment where participants become empowered and positively engaged through a holistic service approach while incorporating partnerships to attain the ultimate goals of leadership, education, and employment.

Envision Community Services aspires to instill hope, empower lives, and contribute time, resources, and zeal to assist community members in accomplishing success while achieving milestones through respect, dignity, and a sense of purpose to excel in today's society.

Illinois UNIDOS/Latino Policy Forum
http://illinoisunidos.com/
RECOVER Engagement & Enrollment Partner

IllinoisUnidos.com serves as the portal for Illinois Unidos, a consortium of over 100 Latino elected and appointed officials, together with health professionals, and representatives of community-based organizations. The initiative aims to present one united voice in stopping the growth of COVID-19 in our communities while addressing related public health issues and the devastating economic impact of COVID-19.

Mile Square Health Center

https://hospital.uillinois.edu/patients-and-visitors/mile-square-federally-qualified-health-center
RECOVER Enrollment Partner

Mile Square Health Center opened its first neighborhood clinic in 1967 and keeps working to help Chicagoans. Our health clinics are located in many neighborhoods across Chicagoland to care for families at every stage of life. We care for nearly 40,000 people a year - whether or not they can pay for it. No matter your race, religion, or income, you can get care from one of the most respected health systems in the country. Mile Square makes getting health care as easy and comfortable as possible.

Peoria City/County Health Dept (PCCHD)

https://www.pcchd.org/
RECOVER Enrollment Partner

Mission: We partner to build and improve community health and well-being through prevention, promotion, and protection.

Vision: To be a trusted leader in a healthy, thriving community.

Peoria Friendship House of Christian Service
https://www.friendship.house/
RECOVER Enrollment Partner

Incorporated in April 1951, Friendship House began as a cooperative effort by the American Baptist Church and the local Council of Churches.

Our first facility, a Quonset hut donated by Bradley University and dubbed “Operation Friendship House”, generated community excitement and served as both missionary residence and recreation center.

The Friendship House Board took a leap of faith in 1957, securing the former Grace Presbyterian Church building at 800 NE Madison Avenue, acquiring ten
times the amount of program space. By 1963, Friendship House of Christian Service had grown to serve nearly 150 families and provide over 23,000 contacts.

Then, with the growth of services and need, in the mid-1970’s, Friendship House needed to create a new space that would allow for that growth for the years to come and the former church building was taken down and a new building was erected in its place, complete with a commercial kitchen, offices, meeting space, classrooms and a full-size gymnasium. Today, that building is the home of all of the amazing services that Friendship House provides with our complete wrap-around services.

Teamwork Englewood
https://teamworkenglewood.org/
RECOVER Engagement Partner

Our Mission: To improve the quality of life of the residents and stakeholders of Englewood by facilitating economic, educational and social opportunities.

Our Vision: Building community capacity by collaborating with local and potential stakeholders to create an environment that fosters the tenants for a healthy and vibrant Englewood.

Tri-county Peoria Urban League
https://www.tcpul.com/

RECOVER Engagement Partner

Established in 1965, the mission of Tri-County Urban League, Inc. is to advance the regional economy and quality of life in Central Illinois by promoting education and improving the employability skills, self-sufficiency, and social well-being of African Americans and people in need. For over 50 years, the agency has been operating and delivering services to economically and socially deprived individuals in the Peoria area.

Community Partner Contacts: Click Here

COMMUNITY ENGAGEMENT ONLY: * Events, townhalls * Feedback from the community RE: research * Representation at meetings * Fit for audience briefs (sample of communication of materials)	MAIN CONTACT/SCOPE OF WORK	MTG CONTACT (s)	FINANCIAL/INVOICE CONTACT (Ruby main UIC contact)	REPORTING CONTACT	OTHER:	OTHER:	OTHER:	COMPLETING CITI TRAINING
Envision Community Services	Roberto Mastejano President/CEO/Founder rmastejano@envisionco.org	Izette Rodrigues Manager of Programs irymm@envisionco.org & Giselle Flores gfloresfle@envisionco.org	Raul Jimenez Finance Manager raul@envisionco.org	Giselle Flores gfloresfle@envisionco.org	Ariel Matos Grants Manager matos@envisionco.org			N/A
Teamwork Englewood	Cecile De Mello Executive Director cdemello@teamworkenglewood.org	Brianna Hobbs Health and Wellness Program Coordinator bhobbs@teamworkenglewood.org	Cecile De Mello Executive Director cdemello@teamworkenglewood.org	Brianna Hobbs Health and Wellness Program Coordinator bhobbs@teamworkenglewood.org				N/A
Chicago Urban League	Kareem Butler Director of Learning and Evaluation kbutler@chlul.org	Kareem Butler Director of Learning and Evaluation kbutler@chlul.org	Penny Griggs pgriggs@chlul.org	Kareem Butler Director of Learning and Evaluation kbutler@chlul.org	Lela Olds Director of External Affairs lolds@chlul.org	Quinton Arthur External Affairs Program Manager qarthur@chlul.org		N/A
Tri-county Peoria Urban League	Dr. Dawn Jeffries djeffries@tcpul.com	Dr. Dawn Jeffries djeffries@tcpul.com	Dr. Dawn Jeffries djeffries@tcpul.com	Dr. Dawn Jeffries djeffries@tcpul.com	Chanel Hargrave Murry Project Director chargrave@tcpul.com			N/A
COMMUNITY ENGAGEMENT & ENROLLMENT (REFERRALS/RETENTION) * All of the above bullet points + * Serve to support enrollment and completion of follow-up visits as a Recruitment Partner * Complete CITI or CIRTification training								
Illinois UNIDOS/Latino Policy Forum	Alejandra Ibañez Executive Director aibanez@latinopolicyforum.org	Dr. Marina Del Rios Co-Founder marina-delrios@uiowa.edu Cesar Rolon Co-Founder crolon@imagencconsultants.com Lisa Aponte-Soto Director of Community Engagement laportesoto@lanmaconsulting.com Alejandra Ibañez Executive Director aibanez@latinopolicyforum.org	Alejandra Ibañez Executive Director aibanez@latinopolicyforum.org	Alejandra Ibañez Executive Director aibanez@latinopolicyforum.org Dr. Marina Del Rios Co-Founder marina-delrios@uiowa.edu	Lisa Aponte-Soto Director of Community Engagement laportesoto@lanmaconsulting.com	Javier Arellano Program Manager, IU jarellano@latinopolicyforum.org		Dr. Marina Del Rios (PI) Co-Founder marina-delrios@uiowa.edu Lisa Aponte-Soto Director of Community Engagement laportesoto@lanmaconsulting.com
BrightStar Community Outreach/PCH Ministries	Pastor Chris Harris CEO PastorHarris@brightstarcogic.com	Kathy Cullick Director of Community Affairs kcullick@brightstarcommunityoutreach.com Joan Vaughan HCEZ Liaison/Community Affairs Supervisor jvaughan@brightstarcommunityoutreach.com Carl Hearns Minister of Music/Program Supervisor chearns@brightstarcommunityoutreach.com	Annie Simmons Executive Assistant to Pastor Harris pchassistant@brightstarcogic.com	Kathy Cullick Director of Community Affairs kcullick@brightstarcommunityoutreach.com	Joan Vaughan HCEZ Liaison/Community Affairs Supervisor jvaughan@brightstarcommunityoutreach.com	Carl Hearns Minister of Music/Program Supervisor chearns@brightstarcommunityoutreach.com	Nichole Carter Chief of Staff nichole@brightstarcommunityoutreach.com	Joan Vaughan (PI) HCEZ Liaison/Community Affairs Supervisor jvaughan@brightstarcommunityoutreach.com Carl Hearns Minister of Music/Program Supervisor chearns@brightstarcommunityoutreach.com
Consent) * All of the above bullet points + * Serve to support enrollment and completion of follow-up visits as a Recruitment Partner								
Mile Square Health Center	Dr. Janet Lin JLin1@uic.edu	Jude Fleurimont Research Operations Manager JDA@uic.edu	Jude Fleurimont Research Operations Manager JDA@uic.edu	Jude Fleurimont Research Operations Manager JDA@uic.edu				Jude Fleurimont Research Operations Manager JDA@uic.edu
* Serve to support enrollment and completion of follow-up visits as a Recruitment Partner * Complete CITI or CIRTification training								
Central Illinois Friends	Deric Kimler Executive Director deric.kimler@centralillinoisfriends.org	Deric Kimler Executive Director deric.kimler@centralillinoisfriends.org	Deric Kimler Executive Director deric.kimler@centralillinoisfriends.org	Deric Kimler Executive Director deric.kimler@centralillinoisfriends.org	Ramona Montez (RN) ramona@centralillinoisfriends.org Andrea Lopez (RN) andrea.lopez@centralillinoisfriends.org Jimena Lopez (CNA) jimena.lopez@centralillinoisfriends.org	Willie Crowder, Peer Outreach Coordinator willie@centralillinoisfriends.org Alexander Martin, Peer Outreach Coordinator alex.martin@centralillinoisfriends.org Darryl Pegues, Peer Outreach Coordinator daddy_dog@yahoo.com		Deric Kimler Executive Director deric.kimler@centralillinoisfriends.org Becca Mathis Director of Clinical Services Becca.becca@centralillinoisfriends.org Andrea Lopez andrea.lopez@centralillinoisfriends.org
Peoria Friendship House of Christian Service	Marcellus Sommerville CEO ceo@peoriafriendshiphouse.org	Marcellus Sommerville CEO ceo@peoriafriendshiphouse.org	Marcellus Sommerville CEO ceo@peoriafriendshiphouse.org	Marcellus Sommerville CEO ceo@peoriafriendshiphouse.org				Marcellus Sommerville CEO ceo@peoriafriendshiphouse.org Cortney Foster ceo@peoriafriendshiphouse.org
Peoria City/County Health Dept (PCCHD)	Monica Hendrickson mhendrickson@peoriacounty.org	Monica Hendrickson mhendrickson@peoriacounty.org	Monica Hendrickson mhendrickson@peoriacounty.org	Monica Hendrickson mhendrickson@peoriacounty.org	Seth Noland snoland@peoriacounty.org	Tracy Tarlinde tarlinde@peoriacounty.org		Monica Hendrickson mhendrickson@peoriacounty.org

Last updated: 5.12.22 (RC)

\

Engagement and Enrollment Defined

Engagement activities can include but are not limited to:

- Events, townhalls, and other fora.
- An activity or session where the community organization is providing information and engaging in dialogue with community members. During activities feedback from the community and questions they may have surrounding long COVID or the study can be collected. Information on how to sign up on illinet.gov or the call center number may be provided.

Enrollment Activities

- Serve to support enrollment and completion of follow-up visits as a recruitment partner. During enrollment activities, referrals and/or informed consent might take place.

Types of Community Partner Events

ENGAGEMENT EVENTS

Festivals:

- Primarily distribution of RECOVER information and/or materials (call center #)
- **Possible** quick RECOVER chat with potential participants
- Track any potential participant questions
- Direct to illinet.org website
- Feedback can be provided via monthly report

Health fairs:

- Distribution of information RECOVER information and/or materials (call center #)
- More intentional RECOVER chat with potential participants
- Track any potential participant questions
- Direct to illinet.org website
- Inform potential participant about the follow-up process
- Feedback can be provided via monthly report

Townhalls:

- Share information/presentation about long COVID/RECOVER
- Explain how one can enroll in study
- Track any potential participant questions
- REQUIRES DEBRIEF (designated staff will send debrief survey to partner the day of the event or the Monday after the event if it falls on a weekend).

ENROLLMENT EVENTS

Targeted enrollment events:

- Planned/coordinated event that includes an agenda and staff who will be on-site to conduct informed consent.
- Share information/presentation about long COVID/RECOVER
- Explain how one can enroll
- Enroll those interested/schedule a follow-up visit.
- REQUIRES DEBRIEF (designated staff will send debrief survey to partner the day of the event or the Monday after the event if it falls on a weekend).

COMMUNITY PARTNER ROLE	COMMUNITY PARTNER MANAGER ROLE (OCEAN)	COMMUNITY PARTNER MANAGER ROLE (UI COM-Phoebe)	PHSP PROJECT MANAGER ROLE	PHSP FINANCIAL MANAGER ROLE
BrightStar **Unidos** Design and implement engagement events Design and implement enrollment events	OCEAN-HP (**Jeri M.** Angela E, Nancy T.) Primary Contact for Partners Oversight for engagement and enrollment events • Biweekly check-ins with each partner to debrief on engagement and enrollment events; • Coordinate monthly all partner meetings; invite Phoebe and Peoria partners • Represent partners at CE-CHW meetings • Ensure partners submit/add events and event details to calendar; event debrief as needed • Collecting monthly engagement reports & submitting to PHSP financial manager		Angela Tobin • Plan/coordinate CE-CHW Hub Meetings; compile report data to present • Join Community Partner monthly meetings; provides reports to be presented • CE-CHW hub documents/file organization • Monitors actual vs target referrals; disseminates to OCEAN-HP team regularly (bi-weekly) • Liaison to PHSP staff for tasks specific to them (event they need to attend, translation requests, materials development, etc) • Provide updates on training requirements (links, timeline, who must complete) to OCEAN-HP team • IRB guidance related to partner involvement, events, materials	Ruby Camacho • Scope of Work (continuous updates) • Invoicing (generate/send//payment status) • Referral updates (send to partners) • HR needs related to study • Maintain OCEAN briefed on the above • Maintain Peoria/Phoebe briefed on the above • Create a Partner Manual (hand off to OCEAN & Phoebe) • Attend community events periodically
Envision **Teamwork Englewood** **Chicago Urban League** Design and implement engagement events	OCEAN-HP (**Jeri M.** Angela E, Nancy T.) Primary Contact for Partners Oversight for engagement events • Biweekly check-ins with each partner to debrief on engagement events; • Coordinate monthly all partner meetings; invite Phoebe and Peoria partners • Represent partners at CE-CHW meetings • Ensure partners submit/add events and event details to calendar; event debrief as needed • Collecting monthly engagement reports & submitting to PHSP financial manager			
Central Illinois Friends, Friendship House, Peoria City/County Health Dept. Design and implement engagement events Design and implement enrollment events **Tri-county Urban League** Design and implement engagement events	UICOMP (Phoebe M, Sarah D) Invite Phoebe to invite Peoria partners to monthly CE-CHW Partners meeting	UICOMP (Phoebe M, Sarah D) Invite Phoebe to invite Peoria partners to monthly CE-CHW Partners meeting Primary Contact for Partners Oversight for engagement events • Biweekly check-ins with each partner to debrief on engagement events; • Invite Peoria partners to attend monthly all partner meetings • Represent partners at CE-CHW meetings • Ensure partners submit/add events and event details to calendar; event debrief as needed • Ensure community partners submit monthly reports		

POST EVENT DEBRIEF/FEEDBACK: https://bit.ly/CEpartnerfeedback

Key Roles : Click here

Chart below will be periodically updated (last update 4/28/22)

UIC RECOVER Contacts

MAIN CONTACT (for OCEAN & PHOEBE)	**Angela Tobin**	
Materials	Jenny Sculley	jsculley@uic.edu
Invoicing/Scope of Work	Ruby Camacho	rcamac1@uic.edu
IRB Regulatory/CITI	Julie DeLisa	jdelisa@uic.edu
Call Center	Sharon Hasek	shasek2@uic.edu
	Chicago	855-461-8185
	Peoria	309-233-0299
Community Partner Liaison (CHI)	Jeri Smith-Mack	jsm99@uic.edu
Community Partner Liaison (PEO)	Phoebe Maholovich	phoebe4@uic.edu
Clinical Questions/Adverse Events	Tina/Lauren	tschuh2@uic.edu / lschra3@uic.edu

General RECOVER Orientation (developed by David Moreno)

Access to RECOVER orientation slides: Here



Scopes of Work: Each organization will receive an individualized scope of work. This scope will be reviewed quarterly and modified as needed. To receive a copy of your current scope contact: rcamac1@uic.edu

Expectations:
As community partners engagement, collaboration and communication will be a key to success.

Expectation of community partners include:

- Review scopes of work
- Follow scopes of work or request modifications as needed
- Attend partner meetings
- Add engagement events on partner calendar
- Complete and submit reports
- Communicate with main OCEAN, Peoria or RECOVER team contact person

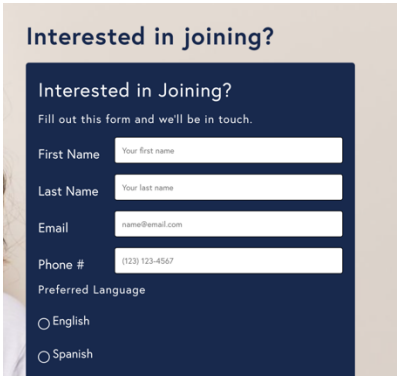
TRACKING EVENTS:

- **EVENTS:** To keep us informed about your events, COMMUNITY PARTNERS CAN enter them in 1 of 3 ways:
    - Google form: https://bit.ly/RecoverPartnerEvents
    - Shared partner event calendar where you can enter events (I have given you access)
        - Please remember to add your organization initials when adding events to the calendar. Teamwork Englewood is = TWE
    - Send a direct calendar invite to: **ILRECOVERevents@gmail.com**

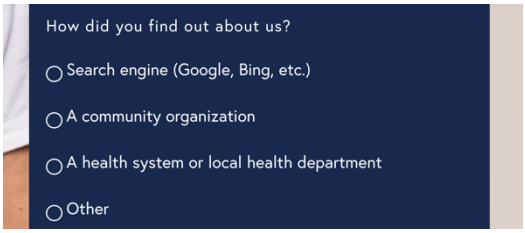
- **MONTHLY REPORT LINK: https://bit.ly/ILLRECOVER**

ILLINET.org: Tracking Referrals

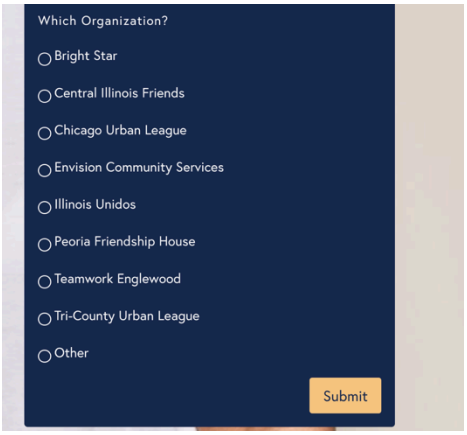
Visit: www.iilinet.org
Scroll to the bottom of page



Under “Where did you find out about us?”, select:
Community Organization and options will appear



Select the organization referring the participant:



FAQ's: Click Here (FAQ's will be updated as questions come in)

Resources/Materials

- Partner resources
    - Sample events management checklist: Click here
    - Materials: Click here (see more below)

- Community Resources

RECOVER MATERIALS

Actions you may wish to take:

1. **Propose changes to these materials to be made in the next possible IRB submission.**

   Please do this by commenting on the online PDFs using the links below. This will help make sure no one's thoughts get lost in email or version control problems. If you would like any orientation to using the online PDFs please let me know.

2. **Download, print, and use currently approved materials.**

   You can download using the same links below. If you would like assistance with adding your logo or customizing any materials please let me know. If you have access to a printer, please feel free to print and use these materials. If you don't, we can help get you the materials you need.

3. **Request pre-printed materials for pickup or shipment.**

   We currently have some materials professionally printed and on hand. Others we can easily print in our office. For those that require professional printing that we don't yet have, your request will help us determine what quantities we should plan to order. In the future we will have a request form to streamline this process, but for now please feel free to email me with requested items and quantities.

—

The master list of RECOVER materials is available here and has been updated to reflect the current status of each material**:**
https://docs.google.com/presentation/d/1DBZ0Xd1u3NJ8f8zKMB1KfcZHcSbtQb_r8RO8k3oOoio/edit?usp=sharing

As new materials move through the development process and become available, we update it in this deck. It is also the place you can go to propose changes for future versions, download currently approved files, or request new items that aren't yet being developed.

Status of translation: at very long last we have a purchase order to begin working with the DuPage Federation! We are preparing the first batch of approved files to submit for translation, and we will continue to work with them as materials are revised and improved. In the meantime, there are several items that were provided in Spanish by the national team.

Status of new logo: All partners and the EC have given the approval to use the logo developed by Cesar Rolon's team. We are in the process of updating the logo for a variety of uses and replacing the old logo.

Don’t see what you need? Submit a request for a new material:
https://uic.ca1.qualtrics.com/jfe/form/SV_3POBuReZqJikdBs