

## REQUEST FOR INFORMATION (RFI)

For

### Partnership to Explore the Care and Service Needs of Asian or Pacific Islander (API) Children and Youth with Special Health Care Needs (CYSHCN) and Their Families

Issued by:

Oregon Center for Children and Youth with Special Health Needs  
Institute on Development & Disability  
Oregon Health & Science University (OHSU)

**Date of Request:** April 18, 2023

**Completed request due date:** [May 11, 2023](#) by [11:59 PM PDT](#)

**Contact Person:** Alison J. Martin, Ph.D.

**Contact Person Title:** OCCYSHN Assessment & Evaluation Manager

**Contact Person Email:** [martial@ohsu.edu](mailto:martial@ohsu.edu) (preferred method of communication)

**Contact Person Phone Number:** (503) 494-5435

**Website:** <https://www.ohsu.edu/occyshn/assessment-and-evaluation>

## I. Project Goal

The Oregon Center for Children and Youth with Special Health Needs (OCCYSHN) is Oregon's public health agency for children and youth with special health care needs (CYSHCN). The Maternal and Child Health Bureau defines CYSHCN as those who have (or who are at increased risk for) a chronic behavioral, developmental, emotional, or physical condition. They also require health and related services of a type or amount beyond that required by children generally.<sup>1</sup>

The purpose of this Request for Information (RFI) is to obtain information from potential community-based organization (CBO) partners who represent Asian or Pacific Islander (API) communities in Oregon. Responses to this RFI will describe how to structure a collaboration between OCCYSHN and a CBO that supports shared decision-making, learning, and resources for the project described below. OCCYSHN will use responses to this RFI to develop a future Request for Proposal (RFP; expected release date on May 23, 2023).

**No contract will be awarded as a result of this RFI.** However, organizations **must submit a response to this RFI** for OCCYSHN to consider their response to the future RFP.

## II. Project Background

One in every five Oregon children, and about one in every 10 Oregon children who are members of API communities, under 18 years of age experiences a special health care need.<sup>2</sup> CYSHCN experience worse health outcomes than those without special health care needs. For example, families of Oregon CYSHCN are more likely than families of children without special health care needs to report that their child has experienced: inadequate, or gaps in, insurance coverage; two or more adverse childhood events; fewer days of physical activity; and a lack of preparation for transitioning from pediatric to adult health care.<sup>2</sup>

OCCYSHN contracts with the Oregon Health Authority's (OHA) Maternal and Child Health Section, in the Public Health Division, to implement the state's Title V Maternal and Child Health Services block grant. OCCYSHN's mission is to improve the health, development, and well-being of all Oregon's CYSHCN. Understanding the experiences and needs of all CYSHCN and their families, including those of non-majority race/ethnicities is essential to achieving our mission. A requirement of our block grant funding is to assess the needs of CYSHCN and their families. Understanding the experiences and needs of all CYSHCN and their families, especially those of minoritized races and ethnicities, is essential to achieving our mission. However, limited data exist that describe the Oregon CYSHCN population who are members of a community of color, and particularly API communities. This gap limits OCCYSHN's ability to develop and advocate for culturally appropriate programming, services, and policy.

As part of our ongoing needs assessment efforts, OCCYSHN seeks to obtain information that represents the strengths and needs of CYSHCN and their families, who are Asian or Pacific Islander (API) and reside in Oregon, as described by members of these communities. We would like to gather and disseminate this information in collaboration with a community-based organization (CBO) that represents one or more API communities in Oregon. The goal of the collaboration would be to (a) co-produce and disseminate study findings that can be used to advocate for, and (b) develop a relationship through which we can co-develop future strategies that are culturally responsive to, API CYSHCN and their families.

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<sup>1</sup> McPherson, M., Arango, P., Fox, H., Lauver, C., McManus, M., Newacheck, P.W., Perrin, J.M., Shonkoff, J.P., & Strickland, B. (1998). A new definition of children with special health care needs. *Pediatrics*, 102(1 Pt 1), 137-140.

<sup>2</sup> Child and Adolescent Health Measurement Initiative [CAHMI]. (2020-2021). National Survey of Children's Health (NSCH) data query. Data Resource Center for Child and Adolescent Health supported by Cooperative Agreement U59MC27866 from the U.S. Department of Health and Human Services, Health Resources and Services Administration's Maternal and Child Health Bureau (HRSA MCHB). Retrieved from [www.childhealthdata.org](http://www.childhealthdata.org).

OCCYSHN seeks to create a collaboration in which a CBO and OCCYSHN share decision-making, learning, and resources. We recognize that the Oregon API population is not a monolith. Research shows that health care needs and experiences can vary greatly across specific API groups.<sup>3</sup> Barriers to culturally and linguistically appropriate services, lack of health insurance, stigma with certain conditions,<sup>4</sup> and a lack of understanding by clinicians about how disability is perceived by API communities can contribute to poor health outcomes of in the communities. Therefore, the purpose of this RFI is to gather information from potential CBO partner organizations to inform the development of OCCYSHN’s subsequent RFP. Exhibit 1 presents resources that OCCYSHN can bring to the collaboration. The Exhibit also describes the interest and resources we hope a CBO partner could bring.

**OCCYSHN is now accepting responses to this RFI.**

<b>Exhibit 1. OCCYSHN Collaboration Resources and Desired Partner Resources</b>	
OCCYSHN	CBO
<p><i>Expertise: CYSHCN and their Families</i></p> <ul style="list-style-type: none"> <li>• Knowledge about and experience working with CYSHCN and their families</li> <li>• Knowledge about and experience working with the systems of services (e.g., health and public health, education, Developmental Disabilities, etc.) that serve CYSHCN and their families</li> <li>• Training for CBO staff on these topics as needed</li> </ul> <p><i>Expertise: Research Design and Implementation</i></p> <ul style="list-style-type: none"> <li>• Knowledge about and experience designing and implementing research, assessments, and program evaluations</li> <li>• Knowledge about community-based participatory research and experience conducting participatory needs assessment studies with minoritized communities</li> <li>• Training for CBO staff in these topics as needed</li> </ul> <p><i>Financial</i></p> <ul style="list-style-type: none"> <li>• Up to \$60,000 to include organization staff time and costs associated with data collection logistics, translation, and transcription</li> </ul> <p><i>Staff</i></p> <ul style="list-style-type: none"> <li>• Partial FTE for two OCCYSHN project co-lead</li> <li>• Partial FTE for additional team members These staff will work with CBO staff in the development of our partnership agreements</li> </ul>	<p><i>Minimum Expertise</i></p> <ul style="list-style-type: none"> <li>• Knowledge about and experience working with families and children who identify as Asian or Pacific Islander</li> <li>• Some knowledge about the systems of services that serve families</li> <li>• Ability and desire to own the conversation about CYSHCN and their families in your community</li> <li>• Ability to educate or train OCCYSHN staff about working in your communities</li> </ul> <p><i>Staff</i></p> <ul style="list-style-type: none"> <li>• Sufficient FTE to co-lead and staff this project</li> <li>• Administrative support to execute contracts, to submit invoices, and receive payments</li> </ul> <p><i>Other Intangibles</i></p> <ul style="list-style-type: none"> <li>• Openness to learning about CYSHCN and their families</li> <li>• Connections to families who identify as Asian or Pacific Islander</li> <li>• Desire to improve the wellbeing of CYSHCN who are Asian or Pacific Islander and their families</li> <li>• Willingness to co-develop a process to identify families of CYSHCN and recruit them for data collection participation</li> <li>• Willingness to co-lead this project and co-develop an organizational structure to implement the project</li> </ul>

<sup>3</sup> Yom, S., & Lor, M. (2021). Advancing health disparities research: the need to include Asian American subgroup populations. *Journal of Racial and Ethnic Health Disparities*. <https://doi.org/10.1007/s40615-021-01164-8>.

<sup>4</sup> Curry-Stevens, A. & Coalition of Communities of Color (2012). *The Asian and Pacific Islander Community in Multnomah County: An Unsettling Profile*. Portland, OR: Portland State University.

**Exhibit 1. OCCYSHN Collaboration Resources and Desired Partner Resources**

OCCYSHN	CBO
<p>(how we work together) and project design, implementation, analysis, and dissemination</p> <ul style="list-style-type: none"> <li>• Administrative support to execute contracts, to receive and pay invoices</li> <li>• Communication support to prepare a final summary report and brief</li> </ul> <p><i>Other Intangibles</i></p> <ul style="list-style-type: none"> <li>• Connections to state and national agencies and organizations</li> <li>• Connections to local public health authorities and their partners</li> <li>• Culturally diverse project team staff</li> <li>• Enthusiasm about the project</li> <li>• Leadership and staff support for this project</li> <li>• Openness to learning what we do not know</li> <li>• Previous participation in Unconscious Bias, Trauma-Informed Care, and Race and Racism trainings.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to co-develop data collection and share findings</li> <li>• Assuming that your organization’s and OCCYSHN’s goals for the project were fulfilled, an interest in continuing to partner with OCCYSHN in the future to co-develop culturally responsive strategies</li> </ul>

Note: We assumed that a qualitative data collection approach may be most appropriate for this study based on feedback that we received following our 2015 needs assessment,<sup>5</sup> and our 2020 participatory needs assessment with Black and immigrant Latino communities.<sup>6</sup> However, we hope to learn about the data collection methods that would best suit this community from responses to this RFI and, later, the RFP.

**III. Request for Information - Partnership**

This RFI seeks information from CBOs that represent API communities in Oregon. Responses to this RFI will describe how to structure a collaboration between OCCYSHN and a CBO that supports shared decision-making, learning, and resources. OCCYSHN will use responses to this RFI to develop a future Request for Proposal (RFP; expected release date on May 23, 2023). **No contract will be awarded as a result of this RFI; however, organizations must submit a response to this RFI for OCCYSHN to consider their response to the future RFP.**

**IV. How to Respond**

CBOs should complete the attached RFI Questionnaire and **email** it to OCCYSHN via the contact person listed below. We anticipate that the length of a completed questionnaire would be 8 pages or less given the questionnaire’s formatting.

Contact Person: Alison J. Martin, Ph.D.  
 Contact Person Title: OCCYSHN Assessment & Evaluation Manager  
 Contact Person Email: martial@ohsu.edu

**Responses to this RFI will be accepted until 11:59 P.M. PDT on May 11, 2023.**

Email is the required method of receiving responses to this RFI. *Zippered files cannot be received at this email address.* Please contact Alison Martin if alternative submission methods are needed.

<sup>5</sup> [https://www.ohsu.edu/xd/outreach/occyshn/publications/upload/OCCYSHN\\_NA\\_FinalReport\\_06-22-2015.pdf](https://www.ohsu.edu/xd/outreach/occyshn/publications/upload/OCCYSHN_NA_FinalReport_06-22-2015.pdf)

<sup>6</sup> <https://www.ohsu.edu/sites/default/files/2020-10/OCCYSHN%202020%20Needs%20Assessment%20Report%20FINAL.pdf>

## RFI Questionnaire

1. What is your organization's name?
2. What is the name of your organization's project lead and their contact information?  
Name:  
Title:  
Email address:  
Phone:
3. What is the name and contact information for your organization's fiscal contact?  
Name:  
Title:  
Email address:  
Phone:
4. What is your organization's mailing address?
5. What is your organization's web address?
6. What is your organization's tax identification number?

*The purpose of the following questions is to gather information to improve the cultural sensitivity of our Request for Proposals.*

7. How does your organization define the Asian or Pacific Islander (API) community(ies) you serve?  
Your definition can include descriptions of shared country of origin or region, shared language, and/or shared values. *(Please type your response below.)*
8. In what parts of Oregon does your organization work with API communities? *(Select one response.)*
  - Specific counties, *please specify:*
  - Multiple county regions within the state, *please specify:*
  - Entire state
  - Other geographical unit, *please specify:*

9. As a state organization, we seek to better understand the needs of API CYSHCN and their families, and their experience with culturally and linguistically sensitive health care and other services. This will help us advocate for CYSHCN in API communities and improve the cultural sensitivity of our work. What concerns does your organization have about the API community(ies) in Oregon that you serve? *(Type your response below.)*
10. We understand that some community-based organizations (CBO) work with multiple API communities due to shared needs among those communities, and some CBOs work with one API community. We also recognize that the API population is not a monolith and the importance of incorporating country of origin into research about this population. For this study, would your organization propose to focus on one API community or multiple API communities? *(Select one response.)*
- One API community, *please describe the community:*
  - Multiple API communities, *please describe the communities:*
11. What are your reasons for choosing that community/those communities? *(Type your response below.)*
12. OCCYSHN uses our Federal funder’s definition of “children and youth with special health care needs.” The definition is children, adolescents, and young adults who have (or who are at increased risk for) a chronic behavioral, developmental, emotional, or physical condition. They also require health and related services of a type or amount beyond that required by children generally. What terminology would families in the community(ies) you identified in Question 10 use to refer to children with special health care needs? *(Type your response below.)*
13. Does your organization know which of the families it serves has children with special health care needs? *(Select one response.)*
- Yes
  - No
14. How would your organization recruit families of children with special health care needs from the community(ies) you identified in Question 10 to participate in the study? What considerations or challenges will need to be addressed in order for your organization to recruit these families? *(Type your response below.)*

15. Has your organization worked with a partner from outside of the API community to conduct research or program evaluation? *(Select one response.)*

- Yes
- No

16. Has your organization worked with a partner from outside of the API community for program, service provision, advocacy, or other purposes? *(Select one response.)*

- Yes
- No

17. Based on your experience, what were the beneficial and challenging aspects of working with a partner(s) from outside of the community? *(Type your response below.)*

18. What do you think are important features for creating a mutually beneficial collaboration with a partner from outside of the community? *(Type your response below.)*

19. Does your organization have any experience collecting data from members of API communities using any of the following methods? *(Select all that apply.)*

- |  |   |
|--|---|
| <input type="checkbox"/> Programmatic intake forms or interviews                   | <input type="checkbox"/> Interviews with clients                              |
| <input type="checkbox"/> Surveys of clients administered electronically or by mail | <input type="checkbox"/> Focus groups or facilitated discussions with clients |
| <input type="checkbox"/> Surveys of clients administered by telephone              | <input type="checkbox"/> Other, <i>please describe:</i>                       |

20. Based on your experience and knowledge working with API community(ies), in general, what data collection approaches would be most appropriate or most needed to achieve the study purpose described in our Request for Information? *(Select all that apply.)*

- An in-person data collection
- An in-person group data collection
- An electronic or paper survey that families complete on their own
- I don't know

21. What provisions or supports might we provide to help a CBO be most successful in (a) collecting data from families in one or more API communities, (b) partnering in analysis and interpretation of results, and (c) sharing results with communities served by the CBO? *(Type your response below.)*

22. Would your organization be able to collaborate with OCCYSHN to complete the study with the resources (expertise, financial and knowledge resources, relationships, etc.) described in Exhibit 1? *(Select one response.)*

- Yes, our organization could collaborate with OCCYSHN with the resources described in Exhibit 1.
- Yes, our organization could collaborate with OCCYSHN with the resources described in Exhibit 1, but it would be difficult. *Please explain:*
- No, our organization would not be able to collaborate with the resources described in Exhibit 1. *Please explain:*

23. Is there anything else you would like to share about this Request for Information or the proposed collaboration and study? *(Type your response below.)*