

**City of Long Beach
 Digital Inclusion Initiative
 COVID-19 Digital Inclusion Response Working Group
 Implementation Framework**

Roles and Responsibilities Implementation Framework:

Roles:	Responsibilities:
Lead Partner(s):	The Lead Partner(s) are responsible for implementing the strategies (project actions), creating action plans for each strategy, identifying resources, coordinating with Supporting Partner(s), gathering data, sharing lessons learned, preparing progress reports and reporting out and showcasing project accomplishments.
Supporting Partner(s):	The Supporting Partner(s) are responsible for providing resource support, conducting outreach and building awareness, engaging target populations and gathering data assistance.

Strategy Implementation Framework:

The COVID-19 Digital Inclusion Response Working Group (Working Group) will prioritize short-term and quick win strategies. These are strategies that can be implemented between three to six months. The Working Group will also prioritize policy and advocacy strategies. These are strategies that focus on Local, State and Federal legislation and advocacy opportunities. Below are best practices for strategies.

- **Be Evidence-Based:** grounded in quantitative and qualitative data.
- **Build on Momentum:** has the potential to make progress quickly and builds on existing momentum.
- **Be Systems-Changing:** serves as a starting point for broader systems-level change.
- **Move at Scale:** has potential to significantly move performance indicators.
- **Be Collaborative:** benefits from collaboration with different Working Group member organizations.
- **Identify Leadership:** has a clear Lead Partner with the commitment and the capacity to move.
- **Focus on Equity:** focuses and priorities communities with the greatest digital inequities.

Shared Measurement System Framework:

After the COVID-19 Digital Inclusion Response Working Group (Working Group) has determined the strategies for implementation, the Working Group will develop a Shared Measurement System to help assess progress and gather insights for continuous learning and improvement. Below are the key Shared Measurement System focus areas:

1. **Output Indicator:** Evidence that the strategy is underway and delivered effectively (e.g. number of people served/reached).
 - a. Indicators should be linked to the success of the Working Group.
 - b. Indicators should be easily understood by Working Group members.
2. **Outcome:** Changes in knowledge, attitudes and behaviors linked to the strategy or group of strategies (e.g. percentage of patients reporting daily use of control medication).
3. **Data Source:** The source where the data comes from (e.g. surveys, database).
 - a. Data must be produced by a trusted source.
4. **Data Collection Schedule:** When the data will be collected and by whom.
5. **Target:** The amount of change within the indicator such as increase or decrease (e.g. 12 percentage decrease).
6. **Engagement Audience:** The group of individuals engaged as part of the effort (e.g. older adults, youth).