

RAPID RESPONSE FUND

HUB+SPOKE MODEL

HUB+Spoke partner agencies are responsible for developing and executing a tailored approach to outreach, education, registration, and individual follow-up within their service areas that lead to members of vulnerable communities confidently receiving their COVID-19 vaccination at the Wolstein Center and community-based vaccine pop-up clinics.

● HUB-Lead

Listed below, these eight organizations will appoint a HUB-Lead Coordinator from within their staff, as well as identify 5 or more HUB-Spoke agencies to support mobilization and outreach.

○ HUB-Spoke

Wider network of agencies identified by HUB-Lead agencies to mobilize, perform outreach and support community members with wrap-around services needed to complete the vaccination process.



HUB-LEAD

roles and responsibilities

- Appointing one **HUB-Lead Coordinator**, who will devote 20 hours/week for the first four weeks (then tapering off from there) to be responsible for managing mass vaccination access + mobilization efforts on behalf of the hub organization.
- Identifying 5 or more **HUB-Spoke** partner agencies to assist with Mass Vaccination Site access and mobilization.
- Identifying resource needs across partner agencies to ensure their clients can confidently register for vaccine appointments, arrive at the vaccine site, and receive a second vaccine dose (as necessary).
- Devising and executing a process for communication across all HUB-Spoke agencies that the Hub-Lead identified.
- Participating in remote meetings each week:
 - Weekly 60-minute check-in call with other HUB-Leads and their HUB-Lead Coordinator every Friday
 - Weekly 60-minute community conversation with other HUB-Leads, partner agencies, funders, as well as State, County, and City government every Friday at 9 AM; and
 - Other check-in meetings with HUB-Manager or individual partner agencies, as needed.
- Securing, deploying, tracking, and managing coordination of access codes to partner agencies.

The Centers for Disease Control and Prevention's (CDC's) Social Vulnerability Index (SVI) is one of the benchmarks the Biden and DeWine administration uses to measure the progress of meeting Racial Equity goals around the mass vaccination site. [The Social Vulnerability Index \(SVI\): Interactive Map | CDC](#)




HUB-LEAD COORDINATOR

roles and responsibilities

- Devote 20 hours/week for the first four weeks (then tapering off from there).
 - Manage mass vaccination access and mobilization efforts on behalf of the HUB-Lead organization.
 - Participating in remote meetings each week:
 - Weekly 60-minute check-in call with other HUB-Leads and their HUB-Lead Coordinator every Friday
 - Weekly 60-minute community conversation with other HUB-Leads, partner agencies, funders, as well as State, County, and City government every Friday at 9 AM
 - Other check-in meetings with HUB-Manager or individual partner agencies, as needed.
 - Securing, deploying, tracking, and managing coordination of access codes to HUB-Spoke agencies.
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HUB-SPOKE

roles and responsibilities

- Canvassing
 - Door-to-door
 - Static tabling at public locations (e.g., grocery stores in partnership FEMA)
 - Static at community-based sites (e.g., churches)
- Outreach and education (e.g., distribute informational materials, host webinars, social media)
- Mobilization
 - Phone banking
 - Wrap-around to ensure registrants arrive to the vaccine site
 - Follow-up for second visit
- Arrange/coordinate transportation to/from vaccine site
- Troubleshoot with Hub-Lead Agency
- Secure and deploy access codes to community members.

This initiative is evolving rapidly, so the contents of this document are liable to change as the RRF learns more about the Mass Vaccination Site opportunity.

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