**Technology:**

LAPTOP/Local LCD compatibility: If you suspect your system may be incompatible with a PC laptop, please check in with your local District Liaison or let Jo Morrissey know and we can brainstorm the solution which works best for your situation. Do not depend on JSI to bring additional technology adaptations unless you have made specific arrangements.

FLASH DRIVES: JSI to pack a flash drive w/PPTs just in case.

LCD, Screen, and microphones (if needed) are provided by local planning committees. Let Jo Morrissey know, as far in advance as possible, if you need assistance with these.

CHIMES: Today’s smartphones have the ability to download a chime sound to be played to signify forum transitions. If you wish to use this sound, download and test prior to your forum date. JSI has this downloaded on their phones already.

CLICKERS: Are Bluetooth technology and are not dependent upon wifi access. JSI has 200 of these.

Please see slides 3-5 in the 8.22.18 PPT and the CE Toolkit for more information.

**Participant packets and Registration**

Registration tables will be the responsibility of the local planning teams.

Please see slides 3-5 in the 8.22.18 PPT and the CE Toolkit for more information.

We have suggested local planning teams plan on around 10 of sticky notes per participant for use during the table facilitation and wrap up activities. Local planning committees can decide whether this is a sufficient number per participant.

**What is available on the website?**

In the coming weeks, the following additional information will be posted to [www.mainechna.org](http://www.mainechna.org):

* All forum PowerPoints
* County Health Profiles
* Health Equity Worksheets
* Community Engagement Toolkit
* Locally developed handouts

**Speaker’s Notes:**

Final PPTs will include speakers’ notes on the content. This includes overview comments on Guidance, Regulations & the Law; and the data.

**Who will be taking notes?**

JSI’s note taker for JSI facilitated forums. Independently facilitated forums will need to assign this role. The Table Report Worksheet should be completed by those in the table break outs (either by the Table Facilitator or an appointed ‘scribe.’ During the portions of the agenda when the forum is convened as one group, one of the JSI representatives will take notes or a local volunteer if an independently facilitated forum.

**How do we meet interpretation needs?**

The MeCDC has a modest budget to support this need. Interpretation requirements will be needed ahead of time, based on participant registration. MeCDC will need to have a clear understanding of what languages are needed. Include date, time, and location in your requests as well.

If you feel this may be a need in your area and you want to be sure, this should be added to your forum registration process.

Please work with your District Liaisons on any language interpretation requests.

**What are the handouts we need to print and provide?**

The Community Engagement Toolkit contains a forum agenda (which local committees may wish to customize with their own look and feel), Priority Categories, Table Report Worksheet, Participant Evaluation Form, and the Community Outreach Reporting Tool.

Locally developed handouts include any materials you wish to provide to illustrate ongoing efforts on previous priorities or other partner materials.

MeCDC will provide copies of Health Equity data to JSI for distribution at forums.

Please see slides 5 & 6, as well as the checklist on page 20 of the CE Toolkit for more information.

**What is the difference between the Table Report Worksheet and the Community Outreach Reporting Tool?**

The "Table Report Worksheet" is distinctly different from the "Community Outreach Reporting Tool.” The worksheet is for use during table break outs, the Community Outreach Reporting Tool (CORT) is for use by the Forum Facilitator to report final outcomes to Jo Morrissey. There are currently plans to put the CORT on line for ease in data collection and analysis.

Please see page 14 and 18 of the Community Engagement Toolkit for these handouts.

**What is the difference between and asset and a resource?**

There is no difference. These can be local funding sources, existing coalitions, non-profits, parks, walking paths, municipal programs, etc.

**Table Facilitator Questions:**

Question 1 can help us understand if we missed anything.

Guidance has been updated to give a range of time for each question. See CE toolkit.

Prompt table participants to write the relevant priority on the top of their sticky notes.

Conversation should be focused on the data, any questions it raises, and be a broad overview of all health topics, and reflect participants lived experience. Need to guide participants to ground the conversation in reflecting on the data.

**How many votes will the clicker system allow per each priority? Will people be allowed to us their votes all on one priority, or is it one vote/priority? Dots voting system does allow that.**

People will able to vote four times, and if they so choose, may make multiple votes for the same priority.

**How do we convey to participants what the next steps are and what we plan to do with the outcomes from these forums and other events?**

Forums are an important step in a very long process. Other events, forums, focus groups, key informant interviews, surveys, and more are also planned on a statewide and local level.

When the community engagement phase is over, all input received will be collated, summarized, and included in the Community Health Needs Assessment (CHNA) Reports in March, 2019. There will be 16 County, 5 Public Health District and 1 State-wide CHNA Report.

Once the CHNA Reports are published, hospitals and district coordinating councils will use this information to *inform* the creation of Hospital Implementation Strategies and District Public Health Improvement Plans. Additional factors these groups may consider when choosing which priorities to include in their plans include resources, institutional strategic plans, capacity, available funding, and the assets and resources with the community.

**Other than JSI, who will be at JSI facilitated forums?**

Jo Morrissey plans to be at most if not all. Nancy Birkhimer also plans to be most and is available for facilitation at independently facilitated forums if you need her.

**How is the registration process for the forums being conducted?**

Local planning groups are responsible for their own registration process. There is a list of suggested registration fields in the Community Engagement Toolkit. This is ultimately a local decision as to what to include on these forms. It is advisable to use a registration process which can provide information to local planning teams as to who has been reached in order to plan future outreach efforts.