

Guide to Community Forums

MAINE SHARED CHNA 2018



TODAY'S AGENDA

Arrival and set-up

Who brings what to the forum?

What will happen at the forum?

What happens after the forum?

Other community engagement efforts

Any questions before we start?

ARRIVAL AND SETUP

Arrival by JSI and Local Facilitator **an hour in advance of forum start**

Introductions between JSI and local facilitators, and confirmation of who is speaking and supporting break facilitation

Upon arrival assess room set up, and make any adjustments needed

Discuss report out strategy, wrap up and next steps

Set up technology, local facilitators to provide projector and person knowledgeable on technology set-up for room. JSI will bring a laptop.

Set up materials for registration

Set up refreshments (if being provided)



Who Brings What?

Potato Barn - Littleton
Maine: An Encyclopedia



MATERIALS PROVIDED BY LOCAL FACILITATOR

Document / Materials	How many?
Registration List	one
Forum Agenda	Enough for each participant
Locally developed Past Priorities/Strategies Materials	Enough for each participant
Participant Evaluation Forms OR Ask them to look for online survey (local decision)	Enough for each participant
Pens (1 per participant—local decision), nametags (3 per participant), sticky notes (~10 per participant), 4 dots per participant	Enough for each participant
Flip charts, markers and easels	1-3 depending on size of group and what is available
<i>OPTIONAL: Additional copies of Data Definitions not provided by JSI</i>	JSI is bringing enough for each breakout group
<i>OPTIONAL: Refreshments (if having)</i>	Enough for each participant
<i>OPTIONAL: PPT copies for participants (Local decision)</i>	Local decision to print enough for each participant



MATERIALS PROVIDED BY JSI

Document / Materials	How many?
County Health Profile	Enough for each participant
Data Definitions	Enough for each breakout table
Priority Categories Handouts	Enough for each participant
Health Equity Data Profile (Printed by ME CDC for JSI)	Enough for each participant
Clickers	Enough for each participant
Laptop	One
Chimes (for transitions)	One



Walking Through A Forum

Aerial Fall Foliage - Rangeley
Maine Imaging

ARRIVALS AND REGISTRATION

(Prior to scheduled start of Forum)

Led by: Local Planning Committee

Materials Needed: Registration List, Name Tags, Pens

Process:

- There will be a registration table set up at the entrance of each location
- The registration table should be staffed by at least one member of the Local Planning Committee (the Registrant)
- Participants will be greeted by Registrant at table
- Registrant will supply participant with a name tag and all materials
- Registrant will instruct on where participant may wait for meeting to start (and direct to refreshments and bathrooms, if available)



WELCOME AND INTRODUCTIONS

(5 minutes)

Led by: Local Facilitator

Materials to Reference: Agenda (handout)

***Process/Talking points:**

- Thank people for participating in the forum and contributing their local knowledge/expertise to the Maine Shared CHNA process – *Cover slide*
- Acknowledge local forum sponsors – *Slide 2 of template*
- Provide brief overview of agenda (reference Agenda handout) – *Slide 3 of template*
- Introduce members of local planning committee, JSI facilitators, and others as appropriate – *Slide 4 of template*
 - Note that there will be at least two JSI staff members at each Forum (1 Facilitator and 1 Note Taker. The Note Taker will be available to help facilitate Breakout group if necessary)

***See Page 11 of Community Engagement Toolkit for suggested talking points**

REVIEW OF PARTNERSHIPS AND PREVIOUS PRIORITIES (10-15 Minutes)

Led by: Local Facilitator

Materials to Reference: Locally developed Past Priorities/Strategies Materials (handout)

Note: Local planning teams are responsible for developing these slides and any accompanying handouts used to supplement the presentation

Process/Talking points:

- Review accomplishments and strategies implemented since the last CHNA process. This will help orient participants to the ongoing nature of this effort.
- Reminder: To stay on schedule, facilitators should focus on points from the slides and refer to the handouts for other detailed information. Additional questions from audience on activities should be put in “Parking Lot” to be addressed after the forum through email, or one on one verbal follow up.

PRESENT KEY FINDINGS FROM DATA PROFILE Q&A (25 Minutes)

Led by: JSI Facilitator (Natalie or Madison)

Materials to Reference: County Health Data Profiles (handout)

Process/Talking Points:

- **When introducing the data presentation, emphasize that we want to hear from the community about their lived experiences that contributes to their understanding of community health need. This may affirm what is in the data or may add a more full picture than what the data provides (will ask about this in Question 1 during Breakout Groups).**
- Facilitator will remind participants that they will have an opportunity to provide feedback during the next portion of the Forum. Encourage them to start thinking about any major health issues that are not represented in the data (Question 1 during Breakout Groups)
- JSI will present key findings from the County Health Data Profiles. These slides will include visualizations (e.g. graphs, tables) and supporting text
- JSI will encourage participants to review County Health Data Profiles, as it contains additional data that is not discussed in the presentation
- For NON-JSI FACILITATED FORUMS- Talking points for the data slides will be provided for local facilitators

TABLE BREAKOUTS: DISCUSS DATA AND IDENTIFY HEALTH PRIORITIES (40 Minutes, with 5 Minute Break at the End)

Led by: Local Facilitators and JSI

Materials to Reference: County Health Profile, Health Equity Profile, Data Definitions, Priorities Categories Handout, PowerPoint, Past priorities/strategies, Breakout questions up on the screen

Materials Needed: 3x3 sticky notes, Table Report Worksheet, pens

Note: See “Table Facilitators Guide” in the Community Engagement Toolkit (pg. 13) for additional guidance

Process/Talking Points:

- Break into small groups depending on number of participants (see Slide 14 of this presentation)
- Table facilitator should do introductions, reiterate that this is an open discussion, and encourage people to listen and speak in equal measure

--CONTINUED on NEXT SLIDE--

TABLE BREAKOUTS (Continued)

(40 Minutes, with 5 Minute Break at the End)

Process/Talking Points:

- Table Facilitator will facilitate discussion based on “Table Facilitators Guide” – Page 13 of Community Engagement Toolkit. The Table Report Worksheet will outline discussion questions and timing and will be used as a tool to take notes
- Table Facilitator will try to get consensus on top 4 community health priorities and will log on “Table Report Worksheet.” Table facilitator will also log additional themes discussed and populations identified as needing additional support/services on Table Report Worksheet
- Table facilitator will ask participants to write community assets, resources, or barriers on sticky notes (1 per sticky note) during table break out sessions.
- After discussion, Table facilitator will give JSI the filled-in “Table Report Worksheet” that includes priority areas
- JSI will sort the list and collapse topics into one of the priority areas as defined in the handout, which lists all priority names and definitions



How many breakout groups?

Number of Participants	Number of groups	Facilitators	Method for Recording Discussion	Method for Prioritizing
15 people or less	One	JSI (for JSI forums)	Discussion as one large group with JSI facilitating and using Table Report Worksheet	Use “Clickers” for electronic voting or dots for non-JSI facilitated forums
15-40	Breakout every 8 people	JSI (2) and 1 local facilitator for additional table	Ask each Table Facilitator to use the Table Report Worksheet; may wish to nominate a recorder	Use “Clickers” for electronic voting or dots for non-JSI facilitated forums
40 or more	Breakout every 8 people	JSI (2) and 1 local facilitator for additional table	Ask each Table Facilitator to use the Table Report Worksheet; may wish to nominate a recorder	Use “Clickers” for electronic voting or dots for non-JSI facilitated forums



BREAKOUT GROUP DISCUSSION QUESTIONS

1. Based on your own knowledge and experiences, are there any major health issues that are not represented in the data? **(10 minutes)**
2. Based on the data, past priorities and your observations, what do you see as the top needs of our community? Try to settle on top 4. **(15 minutes)**
3. What community resources are available to address these needs, and what more may be needed? Write on sticky notes – one per note. **(15 minutes)**

RECONVENE & VOTE ON HEALTH PRIORITIES

(20 Minutes, After 5 Minute Break)

Led by: Local Facilitators and JSI

Materials to Reference: County Health Profile, Health Equity Profile, Data Definitions, Priorities Categories Handout, PowerPoint, Past priorities/strategies

Materials Needed: Electronic clickers, Flip Charts

Note: See “Table Facilitators Guide” in the Community Engagement Toolkit (pg. 13) for additional guidance

Process/Talking Points:

- Reconvene as large group (sitting). JSI Staff Member will hand out Electronic Clickers to participants
- JSI will have loaded list of priorities into Electronic Clicker program. When ready, participants will use clickers to vote for top 4 health priorities
- For independently facilitated forums:
 - Forum facilitators will sort and record priorities onto flip chart – one priority per chart – and participants will be given 4 dots to vote for their top 4.



RECONVENE & VOTE ON HEALTH PRIORITIES, (con't)

Process/Talking Points (con't):

- JSI facilitator will make a flip chart for each of the 4 priorities that emerge.
- Participants will be asked to place the sticky notes of resources/assets/gaps and barriers they made during the break-out sessions onto a corresponding priority flip chart
- Include an additional blank flip chart as a place for participants to put additional or unused sticky notes.
- For independently facilitated forums:
 - Once 'dotmocracy' voting is completed, forum facilitators will create fresh flip charts for each one of the 4 priorities that emerge.
 - Include an additional blank flip chart as a place for participants to put additional or unused sticky notes.
 - Ask participants to place the sticky notes of resources/assets/gaps and barriers they made during the break out sessions onto a corresponding flip chart.

WRAP UP AND NEXT STEPS

(10 Minutes)

Led by: Local Facilitators (or JSI if preferred)

Materials Needed: Participant Evaluation Form *(if not being provided on line)*

Process/Talking Points:

- Ask participants to fill out Participant Evaluation Form (either in packet, or ask them to look for online evaluation)
- Reiterate that this is one step in much longer process (Inform of any future events if known)
- Instruct participants to return clicker at registration table upon leaving (Registrant should man this table/process)
- Encourage participants to review Sticky Notes before leaving
- Remind participants that –
 - Results of forums/community outreach will be summarized in reports (March 2019)
 - Reports will be used by District PH Councils and Hospitals to create Health Improvement Plans
 - Data Profiles, PPTs, and Past Strategies handouts will be posted on website (www.mainechna.com)
 - CHNA Reports will be posted when complete (march, 2019)
 - Instruct participants how to get involved in any ongoing, or newly formed, or future local efforts
- Thank people for their time and participation



After the Forum

Procedures After the Forum

As soon as possible after the forum, JSI (or the Local Planning Team if independently facilitated event) must:

- Complete Community Outreach Reporting Tool (CORT) for each forum, summarizing findings. These will be collected and used for analysis and summary of findings by JSI for eventual inclusion in the final CHNA reports, March, 2019
- Collect Participant Evaluations. How these get recorded and analyzed is a local decision.
- Collate sticky notes, and flip charts, photograph them, and email to Jo Morrissey. These will be included in the analysis and summary of findings in the final CHNA reports.



Other Community Engagement Efforts



Dawn Breaks Over City Hall, Saints Peter and Paul Basilica, and Franco Center – Lewiston
Daniel J. Marquis

Other Community Engagement Efforts

- Key Informant Interviews (JSI conducting 30-35 across state, working with the Steering Committee to review purpose and need)
- **POSSIBLY** a Survey (JSI working with the Steering Committee to review purpose and need)
- Focus Groups - Can be done by local planning groups; See page 13 of Community Engagement Toolkit for more information.
- Group Presentations – Can be done by local planning groups; See page 13 of Community Engagement Toolkit for more information

IMPORTANT: If you or your organization plans to engage in other outreach and want your feedback included, you must use the Community Outreach Reporting Tool (CORT) on line or submit it to Jo Morrissey no later than January 30, 2019.



Questions?

Number One Pond - Sanford
Hildegard Anderson