

**Healthy Connecticut 2020  
State Health Improvement Plan**

**Orientations for  
Lead Conveners and Action Teams**

*May 13<sup>th</sup>, 2015 & May 29<sup>th</sup>, 2015*



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**Agenda**

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- **Welcome & Introductions**
  - What Are We Trying to Accomplish This Year?
  - Action Team Overview
- **Roles & Responsibilities**
  - Lead Conveners
  - Action Team Members
  - DPH Action Team Members
  - Time Commitment
- **Facilitation**
  - Preparation
  - Guides
  - Templates
- **Q&A**

## Welcome & Introductions

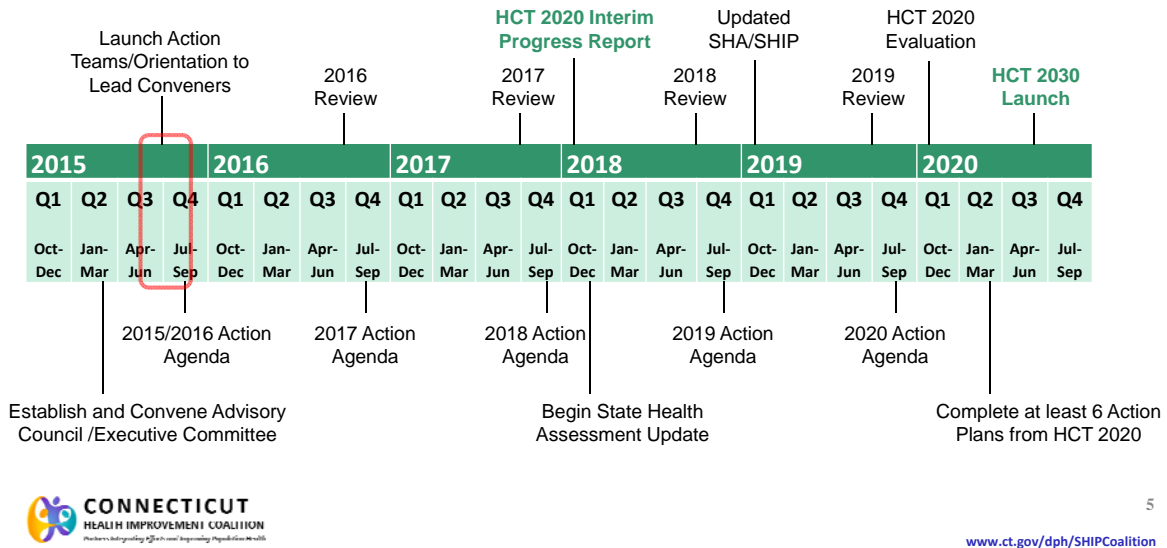
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- Lead Conveners
- DPH SHIP Support Staff
- Health Resources in Action (HRiA)

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## What Are We Trying to Accomplish This Year?

# HCT 2020 Implementation Timeline



## Launching Action Teams & Developing the Action Agenda

Launch Action Teams/Orientation to Lead Conveners



2015/2016 Action Agenda

- **April**
  - DPH Outreach to suggested lead conveners
  - Nomination of lead conveners to the Executive Committee, and to Commissioners for confirmation and approval
- **May**
  - Outreach to populate Action Teams
  - Orientations
- **Jun-Sept**
  - Action Teams meet to develop the 2015/2016 Action Agenda

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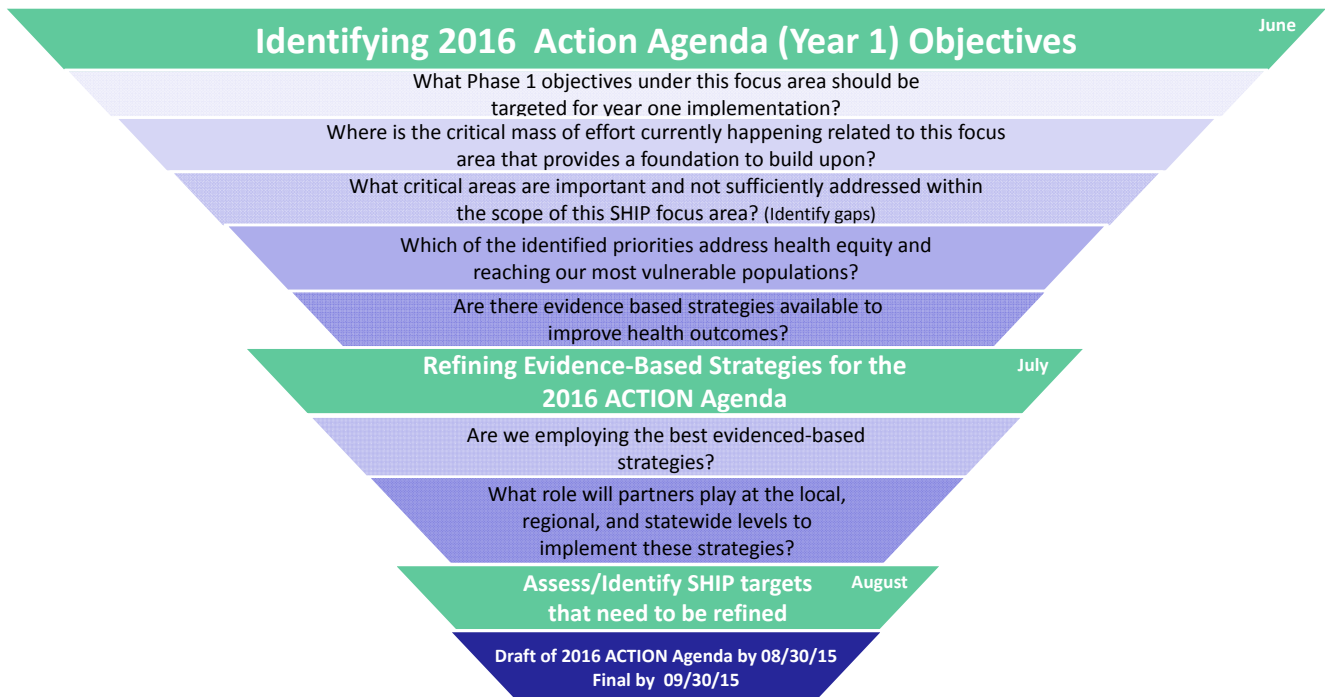
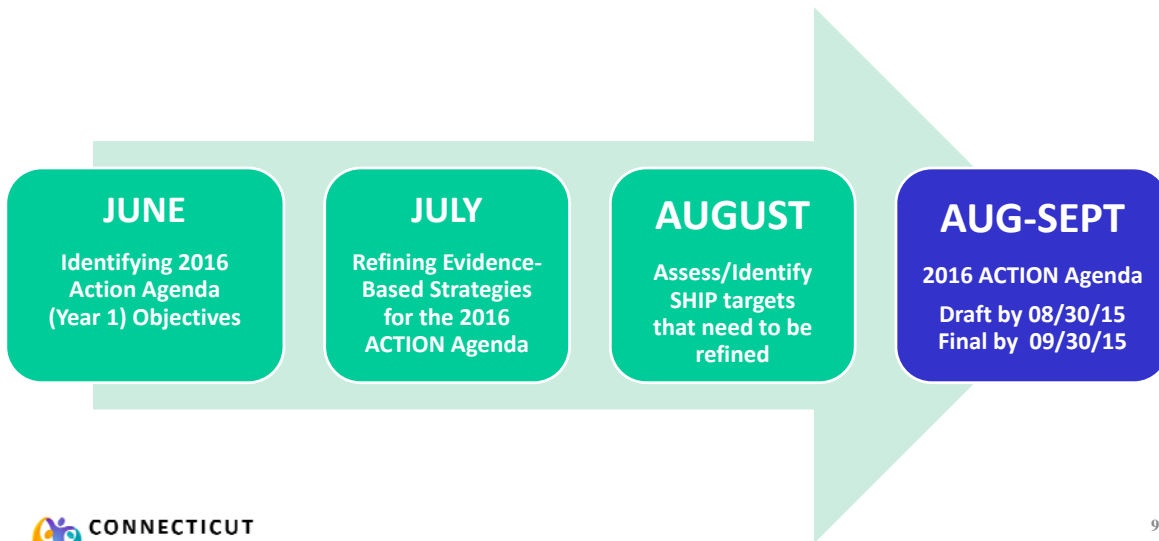
## The Action Agenda

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## Action Team Role

- The Action Teams will be responsible for refining the SHIP and developing the Action Agenda for their specific area of responsibility.
  - Developing the Action Agenda
  - Refining the SHIP
    - The plan is a living document - refinements are needed as implementation evolves
    - Revisit the Phase 1 Objectives
    - Update the data and targets
      - More realistic
      - Objectives that are not measurable but may have good proxy measures
      - Data refinement: Injury and Violence Prevention
    - Confirm/revise strategies – based on best evidence and current initiatives underway

# Timeline for Developing the Action Agenda



# Identifying 2016 Action Agenda (Year 1) Objectives

Objectives (by AOC)	Questions to Consider When Identifying 2016 Action Agenda (Year 1) Objectives (Identifying 3-5 Objectives or AOC for the 2016 Action Agenda)								Total YES	Total NO
	a.	b.	c.	d.	e.	f.	g.	h.		
	If Developmental, will we be able to get the data in year 1?	Are there evidence-based practices that are available?	Is this an area where we have many partners and lots of initiatives that we can connect (critical mass)?	Does it connect to strategies in current plans or initiatives (critical mass)?	Does it address issues of equity and disparities?	Is it feasible/realistic within three years (mid-course check)?	Can we demonstrate impact within three years (mid-course check)?	Does it have a prevention vs. management/treatment focus (this will not apply to all Focus Areas)?		
MICH-1										
MICH-2										
MICH-3										

# Are We Employing Evidence-Based Strategies?

Strategies	Evidence-Based Sources								
	Guide to Clinical Preventive Services (AHRQ)	CDC Guide to Community Preventive Health Services (Community Toolbox)	US Preventive Services Task Force (USPSTF)	CDC Community Health Improvement Navigator	National Prevention Strategy (NPS)	CDC Prevention Status Reports	CDC Winnable Battles	Healthy People 2020 (HP2020)	Other (write in source)
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## Evidence Based Resource Links to Previous Table

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- Guide to Clinical Preventive Services - (AHRQ)
  - <http://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/guide/index.html>
- CDC Guide to Community Preventive Health Services (Community Toolbox)
  - <http://www.thecommunityguide.org/index.html>
- US Preventive Services Task Force
  - <http://www.uspreventiveservicestaskforce.org/>
- CDC Community Health Improvement Navigator
  - <http://www.cdc.gov/chinav/>
- National Prevention Strategy (NPS)
  - <http://www.surgeongeneral.gov/priorities/prevention/strategy/report.pdf>
- CDC Prevention Status Reports
  - <http://www.cdc.gov/psr/index.html>
- CDC Winnable Battles
  - <http://www.cdc.gov/WinnableBattles/index.html>
- Healthy People 2020 (HP2020)
  - <http://www.healthypeople.gov/>
- DPH Performance Dashboard
  - [www.ct.gov/dph/dashboard](http://www.ct.gov/dph/dashboard)

## What is the Action Agenda?

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- The Action Agenda is the Implementation Plan for the Connecticut State Health Improvement Plan (HCT2020 SHIP)
- The 2016 Action Agenda contains those Objectives and Strategies that we will begin implementing in Year 1.
- It contains
  - Actions/Activities involved in executing each of the strategies for SHIP objectives.
  - Partners Responsible
  - An identified timeline for each action
  - Resources required for the strategies for each objective (human, partnerships, financial, infrastructure or other)
  - Monitoring/Evaluation approaches

# Specific Roles and Responsibilities

## Roles and Responsibilities





## Lead Conveners

Focus Area	Lead Convener(s)
<b>Maternal, Infant and Child Health (MICH)</b>	MCH Advisory Council
<b>Environmental Health (EH)</b>	Co-Leads: DPH Environmental Health and <i>CT Association of Directors of Health</i> <sup>1</sup>
<b>Chronic Disease (CD)</b>	Co-Leads: DPH Chronic Disease Program and CT Hospital Association
<b>Infectious Disease (ID)</b>	<i>DPH Infectious Disease Program</i> <sup>2</sup>
<b>Injury and Violence Prevention (IVP)</b>	St Francis Hospital, Injury and Violence Prevention Program
<b>Mental Health and Substance Abuse (MHSA)</b>	Department of Mental Health and Addiction Services
<b>Health Systems (HS)</b>	<i>Under discussion</i>

<sup>1</sup> Pending Board Approval

<sup>2</sup> Pending Executive Committee Formal Decision



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[www.ct.gov/dph/SHIPCoalition](http://www.ct.gov/dph/SHIPCoalition)

## Lead Convener Role

- Attend orientation with DPH and other Lead Conveners
- Reach out to organizations already doing this work to form the Action Team – You may have an existing statewide network and/or invite other partners to the table (DPH has a potential list)
- Refine the SHIP and discuss and complete the Action Agenda with the Action Team
  - Identify and catalog major initiatives that do or could have state-wide relevance or applicability
  - Align to SHIP PHASE 1 priorities or recommend other priorities
  - Identify and prioritize strategies that a critical mass of partners will address
  - Report progress and make recommendations to the Advisory Council
- Attend 1-2 check in conference calls with DPH if needed to resolve any issues or check in on progress.
- Provide feedback to DPH and HRiA regarding status, +/- of process and best practices for facilitation.



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## Lead Convener Time Commitment

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- Expecting approximately 8 hours/month from May through September, 2015 perhaps less, depending upon how quickly the Action Agenda is developed.
- Recommend starting with two, 2-hour meetings per month with the Action Team

## Lead Convener Supports

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- DPH and HRiA will provide:
  - Detailed orientation for the Lead Conveners and the Action Teams
  - Technical assistance to Lead Convener and Action Teams on the planning process
  - Templates for conducting and recording Action Team outputs, including agenda templates, prioritization tool, tool for assessing and refining the strategies and ensuring evidence-base, and templates for the Action Plan
  - Assistance with logistical support, if needed, including Action Team Distribution Lists for communications, identifying meeting space, and coordinating and scheduling partners (there may be members on Action Teams that can also help with logistics)
- Some of you are co-leading with another organization and will need to define a division of the roles and responsibilities .

## Action Team Members' Role

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- Develop the content of the Action Plan
- Look for synergies across organizations
- Cataloging what is already underway and mapping to SHIP objectives and strategies (major initiatives that do or could have state-wide relevance or applicability)
- Defining areas where they will be playing a convening or implementation role in their organizations.
- Returning to their own coalitions/organizations/programs to align/refine their work to the Action Agenda
- Making recommendations for changes to the monitoring and evaluation indicators used on the Dashboard ([www.ct.gov/dph/dashboard](http://www.ct.gov/dph/dashboard))

## For Action Team Orientation

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- Review of the overall SHIP and this team's specific priority
- Define Action Agenda Processes
  - Criteria for prioritizing SHIP strategies & activities
  - Process for cataloging and mapping major initiatives that do or could have state-wide relevance or applicability
  - Process for developing Action Agenda components and identifying teams for key objectives and strategies
- Define Action Team Logistics and Operations (Who? How?)
  - Who's going to take notes?
  - How notes will be distributed?
  - Team member contact info, how shared?
  - Reaching out to new members
  - What is going well, what's not?
  - Maintaining touch with DPH, Advisory Council, and HRiA
  - May work as a whole or organize into subgroups to address specific areas

## 2016 Action Agenda – Structure and Format

<b>Focus Area 1:</b>				
<b>Area of Concentration</b>				
<b>Goal 1:</b>				
<b>SHIP Objective/Dashboard Indicator:</b>				
			<b>Timeline</b>	
<b>Strategies</b>	<b>Actions</b>	<b>Partners Responsible</b>	Year 1 10/1/15-9/30/16	Years 2,3,4,5
<b>Resources Required (human, partnerships, financial, infrastructure or other)</b>				
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<b>Monitoring/Evaluation Approaches</b>				
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## Definitions of Action Agenda Components

<b>Strategies</b>	A strategy describes your approach to getting things done. It is less specific than action steps but tries broadly to answer the question, "How can we get from where we are now to where we want to be?" The best strategies are those which have impact in multiple areas, also known as leverage or "bang for the buck."
<b>Actions</b>	The actions/activities outline the specific, concrete steps you will take to achieve each strategy. It is best to arrange these chronologically by start dates.
<b>Partners Responsible</b>	Identify by name the key person(s)/group(s)/organization(s) that will be responsible for leading the activity.
<b>Time Line</b>	State the projected quarter of completion (Q1, Q2, Q3, Q4) for each activity for Year 1 and indicate whether it will continue into subsequent implementation years under Y2-5
<b>Resources Needed</b>	The, human resources, partnerships, financial, infrastructure or other resources required for successful implementation of the strategies and activities.
<b>Monitoring/ Evaluation Approaches</b>	The approaches you will use to track and monitor progress on strategies and activities (e.g., quarterly reports, participant evaluations from training)

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## LEAD CONVENER MEETING RESOURCES

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## Introductions – Ice Breaker

- Name & Agency/Organization
- What do you hope to get out of participating on the Action Team and the SHIP Implementation?
- What do you hope to contribute to the Action Team and the SHIP Implementation?
- Share something that people might not know about you.

## Tips on Meeting Facilitation

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- Role of facilitator
  - Neutrality and leadership
  - Advocate of process
  - Unbiased and shows no preference for the outcome of the meeting
  - Suggests ways for group to get its work done and stay on course
  - Help group establish and maintain forward movement
  - Help group reach consensus

## Meeting Preparation

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- Be aware of meeting design/flow
- Review agenda prior to meeting (HRiA will provide an agenda template for the Action Team's use)
- Ensure that you are clear about objectives, goals and necessary outcomes
- Identify issues affecting progress and discuss successful strategies to promote progress
- Assign and complete homework to prep for next meeting's task

## During the Meeting

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- Remind group of objectives at start and throughout meeting
- Ensure all participants have a chance to be heard
- Assist the group in reaching consensus
- Encourage the group if the task is difficult
- Track ancillary issues and any follow-up needed (Bike Rack)

## Opening Each Action Team Session

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- Welcome participants and introduce yourself
- Have everyone attending introduce themselves
- Review the agenda, schedule, and logistics
- Explain the purpose and objectives of the meeting
- Reestablish ground rules

## Ground Rules

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1. Start and end on time
2. This is a process; remember, Rome was not built in a day!
3. Value all ideas in the spirit of creative inquiry
4. Respect each other
5. One person, one voice, one at a time.... succinctly!
6. Be data driven (based on data we have available)
7. Goal is to focus on collective impact and collaboration
- 8.
- 9.
- 10.

## Leading Group Discussion

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- State objectives for each discussion
- Record the discussion, capturing key words, tag lines, and synopses
- Record ideas that merit additional follow up (keep a “bike rack”)
- Help participants to summarize discussion, key points, and decisions



## Facilitating Brainstorming

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- Recommend ground rules
- Encourage participants to suggest ideas spontaneously without edit
- Request a lot of ideas (quantity often leads to quality)
- Record suggestions as they are brought up on flip chart for all to see

## Recording Meeting Outcomes

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### Using Flip Chart Pads

- Flip chart templates should be prepared ahead of meeting
- Write clearly, using large print
- Use lots of space, leaving room for additional notes
- Post flip chart sheets after presenting for easy view

### Using laptops and LCD Projector

- Have Action Plan templates loaded on laptop
- Utilize LCD projector(s) as needed to display work of the whole group or individual sub-groups
- Record ideas, suggestions directly in templates
- Use electronic “Bike Rack” or flip chart

## Managing Conflict in Groups

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- Acknowledge conflicts as they emerge
- Look for common ground and or compromise, or make a suggestion for compromise
- Identify alternatives or a third solution
- Review options

## Evaluating the Meeting

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- Briefly gather feedback and identify what worked well and what could be improved (+/Δ)
- Review Next Steps
  - Homework/Prep
  - Next meeting date, time, and location
  - Action Item(s) and Person(s) Responsible

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## Q&A



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## Thank You!



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