

2016 Greater Worcester Community Health Improvement Plan (CHIP)

Quarterly Priority Area Partner Report Out

Facilitator's Guide

Introduction. Each of the nine priority areas will hold a quarterly meeting to track progress along the objectives and strategies in a given priority area. This is not intended to be a working group meeting or a new coalition, but rather a space for individuals and organizations working under a particular area to come together and share, and for collective impact to be measured.

Meetings. The meetings will be facilitated by steering committee members of the Coalition for a Healthy Greater Worcester or leaders of existing coalitions in a few specific cases (Access to Healthy Food, Substance Use, Racism & Discrimination). WDPH and/or Coalition staff will help to organize these report-outs, take notes, and provide follow-up. Coalition Steering Committee members will bring back information shared to the Coalition at large, including subcommittees who can support the work of partners in implementing CHIP strategies.

Reporting Structure. A template for minutes is attached to this guide. This will be utilized by WDPH and/or Coalition staff and uploaded to the Coalition Google Drive. Additionally, staff will synthesize information shared during the report-out for logging in a CHIP progress database, which can also be accessed through the Coalition Google Drive.

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Facilitator's Agenda (First Meeting)

Welcome & Introductions

Progress Updates (Anticipate 5 minutes for each strategy under priority area)

- **First Objective**
 - **Overview of first objective:** Read entire objective and all strategies without discussion in between.
 - **Progress on first strategy:** Read first strategy again, outcome measure, and proposed/listed "lead agency." Ask attendees who is working on that strategy, what current progress is being made, if any. What agencies should be involved in this strategy? Are there any obvious barriers to implementing?
 - **Repeat with remaining strategies under first objective**
 - **Prioritize strategies for year 1 (done by July 2017), year 2, etc.**
- **Repeat with each objective under priority area**

Support Needed (Anticipate 5-10 minutes for each question). The Coalition for a Healthy Greater Worcester has several subcommittees whose responsibility it is to support the partners of the priority areas. The information collected from these questions will be brought back to those subcommittees for their consideration.

- **Are there any specific financial or administrative resources needed to accomplish the strategies of this priority area? Specifically over the next year?**
- **Are there any policy or advocacy priorities from partners in this priority area, particularly over the next year?**
- **Are there any specific research or community engagement needs to best implement the strategies under this priority area?** (Review of best practices, focus groups with community, stakeholder interviews, etc.)

Other Questions?

If it is helpful to see it visually, you should be soliciting the following information for each strategy:

Strategy	Current Partners	Progress made last quarter	Outcome measures	Year prioritized
7.1.1 – dual enrollment				
7.1.2 – PCP hunger screening				

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Staff Guide

As a staff person for the priority area report out, it is your responsibility to ensure the following is completed:

1. **Sign in sheet** (see attached)
2. **Minutes template** (see attached)
3. **Serve as an expert on the included objectives and strategies of the CHIP during the meeting**
4. **Progress Tracking form per strategy** (accessed at <http://bit.ly/CHIPprogress>) This can be done either during the meeting in lieu of including specific strategy narrative in minutes or afterwards using the detailed minutes)
5. **Follow up sent to all who have attended or have attended in the past** (link to minutes in drive, ask those who did not attend to submit data if appropriate)

