C.H.I.P.

Striving to make Champaign County the Healthiest County in Ohio

Community Health Improvement Plan Leadership Committee MINUTES

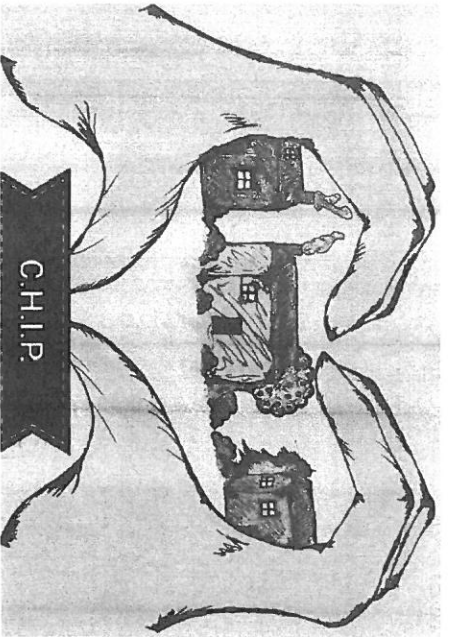**Date:** January 3, 2018
Time: 1:30-3pm

Location: Conference Room B

Chair: Gabe Jones
Attendees: Gabe Jones (CHD), Stacey Thomas (CHD), Stacey Logwood (MHDAS), Karey Thompson (CCI), Paul Waldsmith (YMCA), Marianne Potina (MercyHealth), Jamie Houseman (MercyHealth), Anna Jean Petroff (CHD,CCCHD)

Committee Goal:

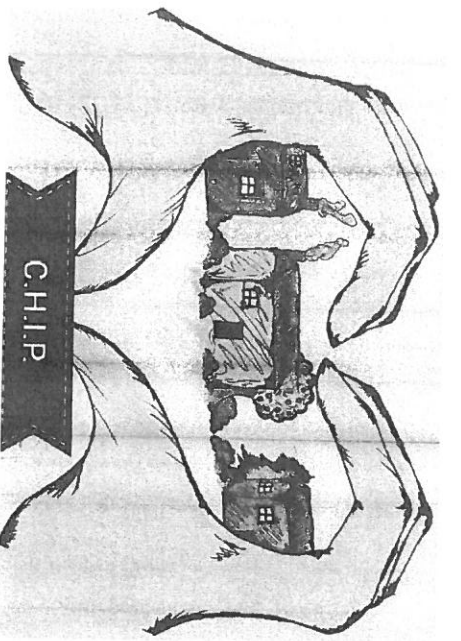| TOPIC	DISCUSSION	Outcome/Next Steps/Accountable Person
Welcome/Sign In	• Introductions completed.	
Website/ Template Update	• Stacey T. showed group the website, which now has the minutes that have been uploaded to Google Drive. Per request, Stacey T. to e-mail instructions and password for google drive to the group again. Stacey T. will get vision and mission for opiate task force to Stacey T so that minutes template can be updated.	• Stacey T. to e-mail google drive log in/password – DONE 1/3/18 • Stacey L to send opiate task force vision & mission to Stacey T. • Stacey T. to update templates as needed.
VMSG Dashboard	• CHD will purchase this dashboard with grant funds in near future. • Will contain CHD internal plans, as well as CHIP and committee plans • Video played from VMSG website summarizing the dashboard and its capabilities • Gabe explained that the dashboard can be used by the committees to monitor progress and produce reports.	• Will need to schedule training to group on writing SMART goals/ coordinating language. This will be done closer to the time CHD purchases the dashboard.

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TOPIC	DISCUSSION	Outcome/Next Steps/Accountable Person
Committee Annual Reports	• Concerns raised by Stacey L regarding REACHING software that SPC and Opiate are using and whether it will work with VMSG. • Request made by Stacey L that the leaders of the committees be trained on writing SMART goals. • Terminology appears to be different between the coalition software and what CHD is using, including annual reports. • Gabe reviewed the timeline for the CHA. CHD will be extending their CHA/CHIP cycle to coincide with Mercy Hospital System and CCCHD. • Data collection should begin before the end of 2018. • Plan to increase CHIP progress reports to at least semi-annual. • Committees are to work on annual data once CHD sends out the template for the report.	• CHD to create template for annual report and send to committee leaders • Committees to complete annual report and return to CHD
CHA Planning	• To align with State Health Improvement Plan, CHD will use MAPP framework. SPF framework should work in alignment with this. • Anna Jean reviewed handout on MAPP, phases 1 & 2. Phase 1 is the process that the leadership committee is doing now – beginning the planning process and determining assignments. • Phase 2 is creating the vision for the CHA and will need to involve the community. • Discussion had over how to complete the vision – possibilities include focus groups, community forums,	• Leadership committee will be the Steering Committee of the CHA. • CHD epi, health commissioner, and nursing director will be Core Support. • Will discuss community involvement at a later time. • Anna Jean to create a more in depth timeline with responsibilities included.

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# Community Health Improvement Plan Leadership Committee MINUTES

TOPIC	DISCUSSION	Outcome/Next Steps/Accountable Person
Open Discussion	etc. Structure will be necessary to keep groups on track. • A more specific timeline will be created detailing each phase and responsibilities. • Discussion involving where the task forces/committees fit into the accreditation process. • Marianne Potina will be unable to attend next meeting. • CHD will work on reporting requirements for the committees for the next meeting.	• Conclusion of discussion – the committees are a part of the CHIP in order to improve community – not necessarily part of the accreditation process that is central only to CHD.
Submitted by: Stacey Thomas		
Next Meeting – 2/7/18 1:30-3 Conference Room B		

Public Health

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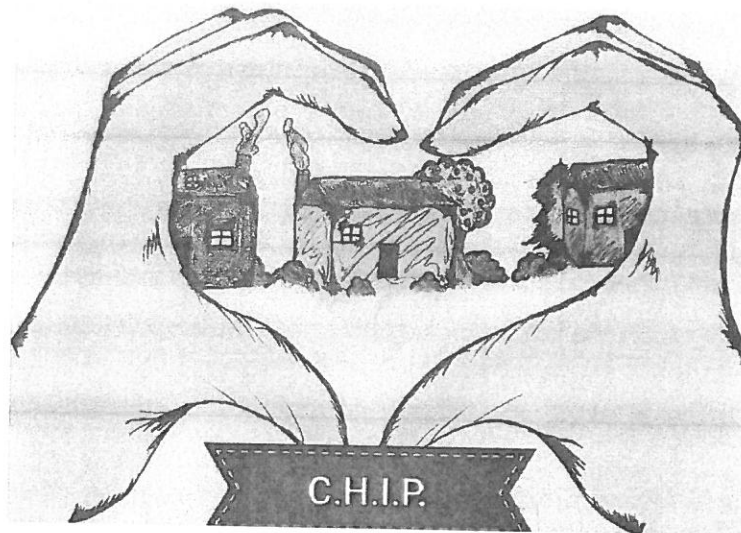
Leadership Meeting

Agenda for January 3, 2018

1. Welcome/sign in
2. Website/ template update
3. VMSG Dashboard
4. Committee annual reports for 2017
5. CHA planning
   - MAPP Framework
   - Timelines for goals
6. Next meeting February 7, 2018, 1:30-3pm, Conference Room B

Public Health

Mobilizing for Action through Planning and Partnerships (MAPP) Framework

The MAPP Framework was used by ODH to conduct the State Health Assessment (SHA), and is recommended by ODH for use by local health departments (LHDs) during the community health assessment and planning phases.

MAPP Framework's Six Phases

The MAPP Framework has six phases. For each of these phases, MAPP provides optional resources and guidance documents to help the LHD complete its CHA/CHIP. Below is a description of each phase, recommended participants, and an overview of the steps involved in that phase.

Phase 1: Organize for success and partnership development

- Purpose: to structure a planning process that builds commitment, engages participants as active partners, uses participants' time well, and results in a plan that can be realistically implemented.
- It is recommended that participants include 1) a Core Support team that is responsible for most of the work in Phase 1 and 2, 2) a Steering Committee that helps guide and oversee the CHA/CHIP process, and 3) Broad Community Involvement.
- Overview of steps for Phase 1:
  1. Determine the necessity of undertaking a CHA/CHIP. Identify benefits and potential barriers, as well as other community initiatives that should link to the CHA/CHIP.
  2. Identify and organize participants. Key organizations and individuals offer strong initial support and provide the range of expertise necessary to develop the substance of the plan. Participants should be organized in a manner that shows how activities will be accomplished and clarifies roles and responsibilities.
  3. Design the planning process by answering the questions: (a) What will the process entail? (b) How long will it take? (c) What will the results be and how will we know when we are finished? and (d) Who will perform each task?
  4. Assess resource needs, such as meeting space, travel costs, report production and printing, and consultant fees. Secure commitments.
  5. Conduct a readiness assessment to determine whether all of the elements are in place for a successful planning process.
  6. Determine how the process will be managed by developing tools such as a work plan and guiding assumptions.

Phase 2: Visioning

- Guides the community through a collaborative, creative process that leads to a shared community vision and common values.
- This process helps build enthusiasm for the process, sets the stage for planning, and provides a common framework throughout subsequent phases.
- Recommended participants: Core Support Team, Steering Committee, and Broad Community Involvement
- Overview of steps for Phase 2:
  1. Identify other visioning efforts by revisiting the inventory of earlier community initiatives. Make connections as needed.
  2. Design the visioning process and select a facilitator. The facilitator should possess strong facilitation skills and be perceived as neutral and fair.

3. Conduct the visioning process. Participants should identify their shared vision by looking five to 10 years into the future. Also address the identification of common values.
4. Formulate the vision statement and common values based on the results of the sessions.

Phase 3: Collecting and Analyzing Data: The Four Assessments

- Together, the four assessments yield valuable information for improving community health. Information about each assessment and the issues they address is below. The MAPP Framework provides information and guidance on organizing an assessment, orienting your partners, creating survey instruments, conducting the assessments, and writing reports.
- The Four assessments:
  - Community Themes and Strengths Assessment:
    - o Provides a deep understanding of the issues that residents feel are important by answering the questions:
      - ▪ What is important to our community?
      - ▪ How is quality of life perceived in our community?
      - ▪ What assets do we have that can be used to improve community health?
    - o Community Health Survey
  - Local Public Health System Assessment
    - o Focuses on all of the organizations and entities that contribute to the public's health by answering the questions:
      - ▪ What are the components, activities, competencies, and capacities of our local public health system?
      - ▪ How are the essential services being provided to our community?
    - o National Public Health Performance Standards: assessment looks at the functions of the entire public health system, not just the local health department.
  - Community Health Status Assessment
    - o Identifies priority community health and quality of life issues.
      - ▪ How healthy are our residents?
      - ▪ What does the health status of our community look like?
    - o Potential data sources and indicators (many more listed on MAPP website):
      - ▪ American Community Survey
      - ▪ Youth risk behavior survey
      - ▪ Healthy people 2020
      - ▪ County health rankings
  - Forces of Change Assessment
    - o Focuses on identifying forces such as legislation, technology, and other impending changes that affect the context in which the community and its public health system operate.
      - ▪ What is occurring or might occur that affects the health of our community or the local public health system?
      - ▪ What specific threats or opportunities are generated by these occurrences?

Phase 4: Identifying and prioritizing Strategic Issues

- Participants develop an ordered list of the most important issues facing the community.
- Recommended participants: Core Support Team, Steering Committee.

- Overview of steps for Phase 4:
    1. Identify other visioning efforts by revisiting the inventory of earlier community initiatives. Make connections as needed.
    2. Design the visioning process and select a facilitator. The facilitator should possess strong facilitation skills and be perceived as neutral and fair.
    3. Conduct the visioning process. Participants should identify their shared vision by looking five to 10 years into the future. Also address the identification of common values.
    4. Formulate the vision statement and common values based on the results of the sessions.

Phase 5: Developing Goals, Strategies, and an Action Plan

- In this phase, participants take the strategic issues identified in Phase 4 and formulate goal statements related to those issues. Then, they identify broad strategies for addressing issues and achieving goals related to the community's vision.
- Recommended participants: Steering Committee, Core Support Team or Subcommittees
- Overview of steps for Phase 5:
    1. Develop goals related to the vision and the identified strategic issues.
    2. Generate a range of strategy alternatives to address the goals and help the community achieve its vision. Take current strategies and activities into consideration when developing new and innovative approaches.
    3. Consider barriers to implementation, such as insufficient resources, lack of community support, legal or policy impediments, or technological difficulties.
    4. Explore implementation details by considering concrete actions that need to be taken, the organizations and individuals that need to be involved, the resources required, and the proposed timeline for implementation.
    5. Select strategies by choosing among the alternatives. Once selected, adopt the strategies through formal or informal processes.
    6. Draft and adopt the planning report. Written documentation ensures consensus, provides a source of reference, and helps to set the stage for action planning and implementation.

Phase 6: Taking and Sustaining Action: The Action Cycle

- The Action Cycle links three activities: Planning, Implementation, and Evaluation.
- Recommended participants: Steering Committee, Subcommittees (and specific organizations where relevant), Broad Community Involvement.
- Overview of steps for Phase 6:
    - Planning:
        1. Organize for action by convening the necessary participants, establishing an oversight committee for implementation activities, and preparing for implementation.
        2. Develop realistic and measurable objectives related to each strategic goal and establish accountability by identifying responsible parties.
        3. Develop action plans aimed at achieving the outcome objectives and addressing the selected strategies.
    - Implementation:

1. Review action plans looking for opportunities to coordinate and combine resources for maximum efficiency and effectiveness.
2. Implement and monitor the progress of the action plans.

o Evaluation

1. Prepare for evaluation by engaging stakeholders and describing the activities to be evaluated.
2. Focus the evaluation design by selecting evaluation questions, the process for answering these questions, the methodology and plan for carrying out the evaluation, and a strategy for reporting results.
3. Gather credible evidence that answers the evaluation questions. Justify the conclusions.
4. Ensure that the results of the evaluation are used and shared with others. Celebrate the successes of the process.

Champaign County Drug Free Youth Coalition

Executive Committee – Trauma 101 traingings being offered (x2) and build capacity through locally trained trainers (2) – timeline – April 2018 – Aug. 2018. Focus on child welfare and mental health providers.

CHAMPS – Youth committee focused on development of countywide marijuana logic model/action plan and youth sports organizational policy changes (alcohol) for Mechanicsburg and North Lewisburg. By Dec. 20018

Opiate Task Force – Two subcommittees developed: Prevention/Early Identification focusing on media messaging via social media campaign; Treatment/Recovery focusing on MAT awareness, coordination of recovery support systems and re-entry from WCCF; Compassion fatigue thank you dinner for first responders and mental health staff. Timeline – June 30, 2018.

Evaluation Committee – Collecting Search Institute data in Sept. and followign all requirements of SPF grant.