**Austin/Travis County Health Department**

**Finalizing Strategies and Developing Short Term and Long Term Indicators**

**FACILITATOR’S GUIDE FOR TABLE TOP DISCUSSIONS**

The purpose of the table top exercises is to guide conversation to briefly review the strategies for the identified priority health areas. Results of these conversations will be compiled and synthesized, and used to guide the next workgroup meeting.

Workgroup members have been assigned to this priority area. They will remain in this room for the rest of the working session but will have an opportunity to comment on the work of other workgroups through structured, interactive exercises.

***Exercise 1: Finalizing Strategies that have a strong foundation in the evidence (9:30 – 10:30)***

Your task for this exercise is to help the group develop FINAL strategies for each of your objectives. You have one hour for this exercise.

1. Use the prepared flipchart pages with PRIORITY AREA: xxx, GOAL: XXX, OBJECTIVE: XXX, and STRATEGIES. You have been provided with as many template pages as you have objectives. You will use these template pages at the end of your planning period (last 10-15 minutes) to make sure you have captured your final strategies for each objective.
2. Reread the goal statement and first objective to the group.
3. Remind the group of the definition/example of a strategy:

STRATEGIES/ACTIVITIES…

* Outline the steps that you will take to achieve each objective
* Action-oriented phrases that describe the manner in which the objective will be approached.
* Whereas the objective is WHAT you are going to do, the strategy is HOW you will achieve this objective

**Sample STRATEGIES:**

Implement a **policy** that requires all school districts to serve at least one serving of **fresh fruits and vegetables** at every meal served in the school cafeteria.

Increase the number of **farmers’ markets** in the target area

Work with schools and local city and county partners to implement **joint use agreements** that allow the use of athletic facilities and outdoor recreational facilities by the public on a regular basis (school gyms, parks, outdoor sports fields, public pools, and playgrounds)

Identify **workforce development** and **financial resources** necessary to increase mental health care providers in target area

Invest in mental health care providers through increase in resources for training, new incentives for physicians providing mental health care to patients, and support for caregivers who choose to enter mental health care in underserved areas.

**Train** primary care providers so that they consistently screen patients for depression

1. Ask a member of the group to read the strategies for each objective

Probes:

a. Does it answer what we need to do to achieve this goal and objective?

b. Will these strategies, when combined, fulfill our objective and goal?

1. In last 10-15 minutes of this session review strategies to clarify and come to consensus on FINAL strategies. Reread strategies and ask for agreement/consensus.
2. Capture final strategies on your prepared flipchart templates. These should be written in NEAT, LARGE, CLEAR LETTERS. Please post your flipchart pages where directed on the wall/easel. Reminder: You should have ONE FLIPCHART PAGE per objective, with a list of final strategies.

***Exercise 3: Developing Performance Measures (10:30 – 11:20)***

Your task for this exercise is to help the group develop short term (1 year) and long term (2-3 year) indicators for each OBJECTIVE. Explain that short and long term indicators help answer the following questions:

* How will you know if you are making progress?
* Remember to refer to the Community Health Assessment (CHA) to ensure that data is available
* Post your draft short and long term indicators on the wall and label them as DRAFT.
* SAMPLE short term and long term indicators:

*Short term*

% of students who ate fruits and vegetables less than five times per day during the seven days before the survey (YRBS)

*Long term*

% of high school students that are obese (≥ 95th percentile for BMI by age and sex) (YRBS)

***Exercise 4: Finalizing Performance Measures (11:20 – 11:50)***

* Capture your FINAL short term and long term indicators on the flipchart template provided.
* Post your final indicators on the wall and label them as FINAL
* At 11:50 instruct the workgroup members to return to the large room where we started this morning for a final wrap up and to briefly review objectives for next week.