

**Together! Healthy Knox  
Local Public Health System Assessment  
Facilitator Worksheet**

**Instructions for Facilitators**

1. Introduce yourself (facilitator and recorder) –your name and role at KCHD, and review the purpose and agenda for the breakout sessions:

Purpose: To describe the capacity of our local public health system to (read your essential service)

“Here’s what we’re going to do in the next 75 minutes”

- a. Quick introductions
  - b. Overview of the essential service
  - c. Facilitator will read each question and participants will vote. Recorder will record responses.
  - d. After going through ALL of the questions, the group will discuss the questions for which there was the least consensus and try to reach consensus if possible, or close to consensus, on those questions.
  - e. Select someone from group to report back to the larger group.
2. Have others on the table introduce themselves – Name, Organization, ONE word to describe why you are here or what you hope to get out of today’s meeting. Go sequentially around the table.
  3. Go through participant packet to make sure everyone has everything.
    - a. Copy of the essential service
    - b. Voting cards
    - c. Refer to ground rules presented during the opening instructions.
  4. Ask participants: “Does anyone have immediate questions?” Try to answer questions or ask for help from room facilitators (Stephanie, Dr. B, Mark Miller).
  5. Provide an overview of the essential service and model standard – USE THE LANGUAGE IN THE PACKET, highlight key points rather than reading the entire thing.
  6. Read through ALL questions, using “discussion toolbox” to prompt. Read highlights for each model standard as you come to it. Allow time to vote after each question, and allow time for recorder to record votes. See instructions for voting on reverse side.
  7. Try to stick with the rule - NO DISCUSSION until you have gone through each question!!!
  8. Start discussion with the questions that have the least consensus or the most “don’t knows”, and work backward.
  9. After a few minutes of discussion, ask for another vote on the question. Try for consensus, but it may not work. Use your best facilitation skills (see tips on reverse)
  10. During the discussion time for each model standard section, ask “On a scale of 0 – 4, what is the priority of this model standard to our local public health system?”
  11. Ask a participant to report back to full room. Report should include:
    - a. What is the essential service?
    - b. Areas that were surprising?
    - c. Need any input from larger group?

### **Instructions for Voting:**

- The assessment questions elicit information on how well the model standards are being met.
- Model standards are designed to represent optimal performance, so a response of “4” or “optimal” means that the model standard describes our community.
- This is a perception-based assessment. Answer based on your best knowledge. You are participating in this assessment because you have an above average level of knowledge about activity in our community around these standards. Your perception is important!
- The voting cards represent a spectrum of activity:
  - “No, 0, red” = There is currently 0% or absolutely no activity in our community..
  - “Minimal, 1, orange” = There is currently greater than zero or no more than 25% of the activity described within the question happening in our community.
  - “Moderate, 2, yellow” = There is currently greater than 25% but no more than 50% of the activity described within the question happening in our community.
  - “Significant, 3, blue” = There is currently greater than 50% but no more than 75% of the activity described within the question happening in our community.
  - “Optimal, 4, green” = There is greater than 75% of the activity described within the question happening in our community.

### **Other tips:**

- Keep the focus on the “system” not individual organizations.
- Strive to build true consensus among participants, but don’t get bogged down so that you can’t get through everything.
- Manage the pace – move it along respectfully.
- Reflect and check group opinion
- Refer to ground rules (will be up on projector screen)