

PLANNING GROUP MEETING #2: PRESENTING THE DATA AND DEFINING THE PROBLEM SAMPLE AGENDA

FULL DAY TO A DAY AND A HALF MEETING

Item	Person/Audience	Description
Welcome and Introduction to Data	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> • Welcome participants • Explain purpose of meeting • Provide overview of epidemiology and population health perspective, including key data sources used
Chronic Disease Burden in Your State	State Health Department Epidemiology Staff <i>Large Group</i>	<ul style="list-style-type: none"> • Present basic epidemiology of chronic disease in your state, including prevalence, risk factors, and implications of trends • Q & A session
Chronic Disease and the Health Care System	State Health Department Staff or Health Care Expert <i>Large Group</i>	<ul style="list-style-type: none"> • Present data on health care system use and costs related to chronic disease: geographic access to care and self-management education programs, health care system costs, health insurance coverage, rates of complications in your state • Q & A session
Health Disparities	State Health Department Staff or Disparities Expert <i>Large Group</i>	<ul style="list-style-type: none"> • Present information on health disparities in chronic disease in your state, social determinants of health and their relationship to the burden of chronic disease. • Q & A session
Visioning Exercise	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> • Vision statements are described • Participants brainstorm their vision of the state without the burden of chronic disease • Multi-voting techniques can be used to narrow down the list of vision statements into a smaller number
Chronic Disease Population Flow Map**	State Health Department Staff <i>Large Group</i>	<ul style="list-style-type: none"> • Introduce population flow map • Show map with current population in your state in each stage • Compare to another showing trends in 20-30 years if no interventions are implemented. • Can show additional variations caused by disparities • Remind participants to focus on critical points to intervene

**Note: The population flow map presentation may take longer, and this meeting could extend to another half day. The next morning could begin with the large group reviewing and discussing the small groups' findings.

Also, this agenda does not include necessary breaks or lunch times, which should be added in as appropriate. Please adjust and adapt for your planning group's needs**

Where to Intervene: Small group break-out	Facilitators <i>Small Groups</i>	<ul style="list-style-type: none"> • Hold structured discussion of flow map and its implications • Identify what population each organization serves, services provided, priority issues emerging, etc. • Link each organization to place on flow map
Where to Intervene: Large group report back	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> • Review and compile results from small groups • Identify gaps in key intervention points
Goal Development Exercise	Facilitator <i>Small Groups</i>	<ul style="list-style-type: none"> • Define goals and describe goal-setting process • Participants work in small groups to develop goals related to particular intervention points or high-risk populations • As a large group, post goals developed by small groups along appropriate points on flow map
Adjourn	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> • Briefly review of day and next steps

FOLLOW-UP AND ASSIGNMENTS

Party Responsible	Follow-Up Step
State Health Department Staff	<ol style="list-style-type: none"> 1. Compile information from meeting: <ol style="list-style-type: none"> a. Two copies of the population flow map: one showing major organizations, programs, and services involved at each point in system and one showing gaps and emerging issues b. Proposed vision statements and goals 2. Send flow maps, vision statements, and goals to participants for review.
Participants	<ol style="list-style-type: none"> 3. Share information from meeting with members of organization for feedback: <ol style="list-style-type: none"> a. Data on the burden of chronic disease b. Composite flow maps c. Proposed vision statements and goals 4. Provide feedback on flow maps, vision statements, and goals to staff.
State Health Department Staff	<ol style="list-style-type: none"> 5. Finalize changes to meeting materials: <ol style="list-style-type: none"> a. Flow maps b. Vision statements and goals 6. Distribute updated versions to participants.

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