

## PLANNING GROUP MEETING #3: SELECTING APPROPRIATE EVIDENCE-BASED INTERVENTIONS SAMPLE AGENDA

### FULL DAY MEETING

Item	Person	Description
<b>Welcome and Review of Flow Maps</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Welcome participants</li> <li>• Explain purpose of meeting</li> <li>• Provide final review of vision, goals, flow maps</li> </ul>
<b>Evidence-Based Interventions</b>	State Health Department Staff <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Define evidence-based interventions</li> <li>• Q &amp; A session</li> </ul>
<b>The Socio-Ecological Model</b>	State Health Department Staff <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Describe the socio-ecological model and how it applies to the selection of interventions</li> <li>• Q &amp; A session</li> </ul>
<b>Appropriateness of Interventions</b>	State Health Department Staff <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Describe concepts of “reach” and “impact” and how they apply to the selection of appropriate interventions</li> <li>• Describe concepts of cultural and linguistic appropriateness</li> <li>• Q &amp; A session</li> </ul>
<b>Review of Current Interventions</b>	Facilitator <i>Workgroups</i>	<ul style="list-style-type: none"> <li>• Participants sort themselves into workgroups of 5-7 people and select an intervention point or population on which to focus</li> <li>• Participants review existing programs and services on flow maps to discuss if they are evidence-based, which level of the socio-ecological model they address, and if they are culturally/linguistically appropriate</li> <li>• Large group report-out</li> </ul>
<b>Workgroup Assignments</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Explain the tasks the workgroups must complete prior to the next large group meeting (see table below)</li> </ul>
<b>Adjourn</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Briefly review day and next steps</li> </ul>

\*\*Note: 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\*\*

**FOLLOW-UP AND ASSIGNMENTS**

<b>Party Responsible</b>	<b>Follow-Up Step</b>
<b>Workgroups</b>	<ol style="list-style-type: none"> <li>1. Review literature on evidence-based interventions addressing assigned intervention point or population</li> <li>2. Collect information about the implementation and evaluation of current programs and services, and determine how well existing programs conform to examples from literature or how practice-based evidence supports them</li> <li>3. Identify linked or bundled interventions, addressing all levels of the socio-ecological model</li> <li>4. Develop list of proposed interventions</li> <li>5. Create a summary report of findings and proposals and submit to state health department staff in advance of the next full group planning session</li> </ol>
<b>State Health Department Staff</b>	<ol style="list-style-type: none"> <li>6. Compile workgroup summary reports</li> </ol>

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**FOLLOW-UP MEETING(S)**

<b>Item</b>	<b>Person</b>	<b>Description</b>
<b>Welcome</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Welcome participants</li> <li>• Explain purpose of meeting</li> </ul>
<b>Presentation of Findings</b>	Workgroup spokespeople and Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Workgroup spokespeople present findings and proposed interventions</li> <li>• Facilitator leads Q &amp; A session</li> <li>• Discussion of findings</li> </ul>
<b>Choosing Selection Criteria</b>	Facilitator <i>Workgroups and Large Group</i>	<ul style="list-style-type: none"> <li>• Workgroups develop proposed intervention selection criteria</li> <li>• Lists of proposed criteria are posted for whole group to see</li> <li>• Facilitator leads process of consolidating criteria to single words or phrases (e.g. eliminating duplicates; grouping similar concepts)</li> <li>• Multi-voting used to reduce list to five or six criteria</li> <li>• Group defines each criterion and how it will be used to rate interventions (e.g. numeric scale; yes/no vote)</li> </ul>
<b>Selecting Interventions</b>	Facilitator <i>Workgroups and Large Group</i>	<ul style="list-style-type: none"> <li>• Each workgroup then applies the criteria to their list of interventions, rating each intervention</li> <li>• Scores are combined and posted</li> <li>• Interventions with the lowest scores in each group are eliminated</li> <li>• Process is repeated until there is at least one set of complementary interventions in each group remaining</li> </ul>
<b>Workgroup Work Time</b>	Facilitator <i>Workgroups</i>	<ul style="list-style-type: none"> <li>• Workgroups associated with complementary sets of interventions meet to review the information presented on their interventions to ensure understanding among all group members</li> <li>• Workgroups name strategies based on the major actions, the target population or intervention point, and purpose of the interventions</li> </ul>
<b>Adjourn</b>	Planning group leader	<ul style="list-style-type: none"> <li>• Review decisions on selected interventions and next steps</li> </ul>

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### ADDITIONAL MEETING NOTES

At this point in the planning process, the planning group will need to hold a meeting, followed by a series of follow-up meetings, in order to discuss evidence-based interventions and select the interventions that will be most effective in your state. This step involves at least two meetings of the entire planning group and independent meetings of smaller workgroups.

The first large group meeting will begin with presentations about what an evidence-based intervention is, what the concepts of reach, impact, and sustainability mean, and the socio-ecological model. These presentations will be made against a backdrop of the chronic disease population flow map labelled with existing interventions (programs and services).

After the presentations are complete, the members of the planning group will sort themselves into smaller workgroups. Each of the workgroups, comprised of five to seven individuals, will choose a separate intervention point on the population flow map.

Workgroup members will examine the interventions clustered at their selected intervention point to discuss whether the interventions are evidence-based, what level of the socio-ecological model is addressed, and whether they are culturally and linguistically appropriate. Workgroups also will make lists of any missing information.

As a follow-up assignment, each workgroup will be charged with conducting reviews of the literature on evidence-based interventions addressing their selected intervention point. Workgroup members will also collect detailed information about the implementation and evaluation of existing programs and services. After the reviews are complete, each workgroup will use a standardized template to prepare a brief report on identified interventions. Each workgroup can also select a spokesperson to present details of existing evidence-based programs to the next meeting of the entire planning group.

During the second meeting of the entire planning group, each of the workgroups will report out and present the highlights of their interventions. Participants will receive copies of all of the workgroup reports. The facilitator will lead a question and answer session.

Next, the planning group will break out into their workgroups to generate a list of selection criteria through brainstorming. The facilitator will guide a review of the criteria to eliminate duplicates and group together similar concepts (concept mapping). At the conclusion, participants will vote using multi-voting criteria to select the criteria.

Each workgroup then applies the criteria to their list of interventions. At the end of this process, any interventions that do not meet the criteria should be eliminated. (This decision will not affect any organization's existing interventions, but will mean that these interventions will not be included in the state plan.)

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After reviewing the final set, each workgroup should have a list of complementary interventions addressing multiple levels of the socio-ecological model for a particular intervention point. Workgroup members can discuss a single sentence or two that summarizes the key elements of the set of interventions. These summary statements will be used as the basis for strategy statements in the state plan.