**SHIP ASSESSMENT PLANNING MEETING FOLLOW-UP**

**Tuesday, March 1st, 2016**

**Conference Call Minutes**

**Facilitators**

Francine Axler, DPHI Executive Director

Laurel Jones, DPHI Project Assistant

**Attendees**

Lanae Ampersand, Christiana Care Health Systems

Gwendoline Angalet, Private Consultant

Judy Chaconas, Delaware Division of Public Health (DPH)

Richard Killingsworth, DPH

Carol Kuprevich, DPH

Paul Silverman, DPH

Josh Thomas, National Alliance of Mental Illness

**I. Welcome**

Ms. Axler began the conference call at 10:00 a.m.

**II. Introductions and Vision Statements**

Ms. Jones asked each participant to introduce themselves and provide a 1-sentence statement of their vision of a healthy Delaware:

* For every Delawarean to understand there is help in taking the first step; whether it’s the first step for mental health, or the first step for medical.
* Children, families, adults- all residents- have access to and make use of the services environments that help them to be the healthiest that they can be.
* Everyone has the same opportunity to improve their health irrespective of where they live, their race or ethnicity, or income.
* The presence, awareness, and access of abundant resources in Delaware to choose a healthy and active lifestyle.
* A health system that promotes wellness, where community resources and clinical care are integrated and people have access to services when and where they need them.
* Every Delawarean would recognize the importance of mental health as it relates to their overall health, as well as increased access to appropriate services.
* Access to fully integrated services that foster well-being for all ages.

The next steps in the visioning process are to identify common values by compiling the most commonly agreed-upon ideas. The values should be instrumental in guiding participants through the remainder of the MAPP (Mobilizing for Action through Planning and Partnerships) process.

Below is a draft vision statement based on common values (themes) that have emerged from each of your feedback above. Please review and provide feedback:

**“An integrated health landscape in which holistic wellness is collectively valued, promoted, and prioritized across health sectors, systems and services in a manner that fosters equitable health opportunity for all Delawareans.”**

This shared vision will be distributed to the coalition in the newsletter communication, sent on 3/11. Once everyone is satisfied, the vision and values will be formally adopted and kept alive for the remainder of the MAPP process.

**III. Proposed timeline**

Ms. Jones reviewed each assessment referenced on the proposed timeline to provide context:

1. The Community Themes and Strengths Assessment
	1. This assessment will answer the following questions: 1) What is important to our community; 2) How is quality of life perceived in our community; and 3) What asset do we have that can be used to improve community health? During this phase, community thoughts, opinions, and concerns will be gathered, providing insight into the issues of importance to the community. Feedback about quality of life in the community and community assets is also gathered. This information leads to a portrait of the community as seen through the eyes of the residents.
	2. The Community Themes and Strengths Assessment will be accomplished through 2 community meetings in each county in Delaware.
		1. The MAPP tool provides two short surveys for this assessment. One focuses on community health and the other solicits input on quality of life. These will be combined into a guide for community meeting facilitation.
2. The Local Public Health System Assessment
	1. This assessment answers the questions: 1) What are the components, activities, competencies, and capacities of our local public health system; and 2) How are essential public health services being provided in our community? It focuses on the local public health system – all organizations and entities within the community that contribute to the public’s health.
		1. The Local Public Health System Assessment will be done through 12 key informant interviews (4 in each county) with stakeholders representing public health professionals, immigrant community members, business persons, health care providers, educators, insurers, government leaders, foundations, advocacy groups, faith community leaders, evaluators, community based organizations, and agencies.
		2. Key informants should be identified from various local health agencies to assist in the completion of a survey questionnaire. DPHI is currently compiling this information based on the feedback submitted through the Assessment Resource Database.
			1. During this assessment DPHI will identify 10 essential public health services in Delaware and how each organization contributes to the delivery of one or more of the essential services.
3. The Community Health Status Assessment
	1. This assessment answers the question: How healthy are our residents? The results of the community health status assessment provide important statistical information regarding key health indicators of the community.
		1. The Community Health Status Assessment will be accomplished through a compilation of local health data (from the 2015 Delaware Household Health survey, among others) as well as benchmarks that inform changes over time, differences among population subgroups, or comparisons to peer, state or national data.
4. The Forces of Change Assessment
	1. During the Forces of Change assessment, participants answer the following questions: 1) What is occurring or might occur that affects the health of our community or the local public health system?; and 2) What specific threats or opportunities are generated by these occurrences?
		1. The Forces of Change Assessment will a coalition-wide assessment to be completed at the SHIP semi-annual event in April using forces of change matrix that will help the group brainstorm the events, factors, and trends or “forces” as well as the opportunities and threats of each of these forces.

While each of the assessments alone will yield information for improving community health, only the collective analysis of all four MAPP Assessments will yield a complete picture of the community. DPHI will compile results from all 4 assessments into one final report which will inform the revision of the current SHIP in 2017.

Ms. Jones led the group through each activity on the timeline and opened up the floor for discussion.

1. Gwen inquired about how refined the analysis would be-at least the county level or take it lower.
	1. The data analysis will be below the county at the zip-code cluster level.
2. Gwen brought up another point about how the information from the community meetings and stakeholder interviews will be triaged with the quantitative data. This will all be integrated nicely into the final report to paint a complete picture.
3. Paul expanded on *the Local Public Health System Assessment* and the use of “Local” more specifically, as it is a title created by the National Association of County Health Organizations (NACHO) but could create some confusion. Certainly there is a local component to this, but it should be noted that when it is done it provides an overall state-wide picture. He also pointed out the importance of education around what defines a “public health system”, especially in the state of DE where we have no local health departments. For example, a health system is not just the Division of Public Health- it is a whole larger network of organizations and agencies that contribute to the health of the public.
4. Gwen asked about Asset Mapping this round. She shared that there are other asset mapping initiatives going on primarily around the city of Wilmington in the next several months and may be of use. Good resource.
	1. Francine explained how important it is to look at other sectors that may not traditionally be associated with health (i.e., daycare) when doing an asset mapping evaluation. Particularly- comparing the data that shows health needs and looking at how they are being addressed, if at all.
5. Point made to add a component to the report about what services are available. May be difficult because some services are hidden- but it is important to help unpack the access issue.

**IV. Management Plan**

Ms. Jones lead the discussion around an efficient management plan to ensure the tasks outlined on the agreed-upon timeline are aligned with current SHIP activities and completed in a reasonable and organized way.

1. Members of the coalition are the key to success of this SHIP effort, and to the health of all Delawareans. DPHI is calling on 4-5 individuals to be a part of an assessment work group to:
	1. Track progress of timeline activities and report back to DPHI; and
	2. Help set up 2 community meetings in each county to be facilitated by DPHI.

Part of the reason for recruitment is to lessen the burden for any one individual, while providing good representation. It was reiterated to attendees that these aforementioned deliverables are not a huge time commitment. Please review the attached document that explains deliverables in further detail.

Paul volunteered to be a member of the work group. Gwen requested more information and is tentative pending a follow-up phone call scheduled with DPHI on 3/11. DPHI still needs 3-4 more volunteers and would be happy to speak with any of you about this is more detail.

**V. Closing Remarks and Next Steps**

The 2015 Delaware Household Health Survey is complete. Update: data has been released to partners as of 3/4/16. If any attendees would like to find out more about the survey and/or how to access to it, please contact Francine Axler or Laurel Jones.

Next steps for this group:

1. Identifying 3-4 more champions to join the assessment workgroup efforts.
2. Review the Assessment Resource Database and fill in any gaps. This activity is not meant for attendees to spend copious amounts of time researching this information. This is only intended to fill in missing/lacking information based on knowledge and experience. It’s a great instrument so far, but we value all of your input so that can make this the most comprehensive and useful tool for not only conducting the assessments but for expanding the scope of SHIP and our infrastructure moving forward. Thank you to those who have already contributed, as I said this is a great start.
3. DPHI will be sending out invites to the DE SHIP Semi-Annual event by 3/11. Please be sure to save the dates on your calendars. We hope to see you all there ☺

**VII. Adjournment**

Conference call ended at 10:40 a.m.

*\*\*Attendees requested detailed notes about each assessment. Meeting minutes are longer than usual to accommodate.*