**Austin/Travis County Health Department**

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

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

The purpose of the table top exercises is to guide conversation to briefly review the short and long term indicators for the identified priority health areas and develop activities for each strategy. Results of these conversations will be compiled and synthesized, and used to develop the draft of the CHIP.

***Exercise 1: Finalizing Performance Measures (9:30 – 10:00)***

Your task for this exercise is to help the group develop short term (1 year) and long term (2-3 year) indicators for the goal OR 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 short and long term indicators on the wall and label them as FINAL.
* 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 2: Develop Activities (10:00 – 11:30)***

Your task in this exercise is to help the group develop the Action Plan. Explain that the Action Plan is an outline of the steps you will take to achieve each strategy. Similar to the strategies, the activities further define the “how” portion of the 1 YEAR action plan. The activities provide further specification to the STRATEGIES and are followed by the following:

|  |  |
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| **Activity:** | Outline the steps you will take to achieve each objective. The strategies and activities are the “how” portion of the action plan. Arrange activities chronologically by start dates. |
| **Timeline:** | State the projected start and end date for each activity. |
| **Resources Required:** | Include all resources needed for this action step. (Examples: funding, staff time, space needs, supplies, technology, equipment, and key partners.) |
| **Lead Person/ Organization:** | Identify by name the key person who will initiate the activity, provide direction for the work, and monitor progress. |
| **Anticipated Result:** | Describe the direct, tangible and measurable results of the activity (ex: a product or document, an agreement or policy, number of participants) |
| **Progress Notes:** | Track progress of completion of activities. Also note any unexpected outcomes, both positive and negative. **(Not applicable at this time)** |

***Exercise 3: Final Workgroup Session Wrap Up (11:30 – 12:00)***

Instruct your workgroup to return to large room for wrap up from 11:30 – 12:00.