

## **Notes from teleconferences on April 8, 14, 22**

### **Workbook B – Title V Indicators Summary**

Linda Remy was on at the beginning of all three calls answering questions about workbook B. She urged all counties to send in their Workbook B to her so that she could review them. Linda will be on vacation from May 2<sup>nd</sup> – May 16<sup>th</sup>. Her e-mail is [lremy@well.com](mailto:lremy@well.com). Her phone # is 415-435-5439. Dr. Oliva reminded the counties that there is an example of Workbook B posted on the FHOP website.

### **Worksheets C-1, C-2 and C-3**

These three forms deal with prioritizing the problems identified in Section 6 of the Needs Assessment Guidelines.

Worksheets C-1 and C-2 are optional and present different ways to address the criteria used to prioritize problems. It is acceptable for counties to develop their own criteria for prioritizing problems as long as the prioritizing process is objective and explained in the final document for the State. The criteria need to be fully explained to the Stakeholders or else there will be too much room for various interpretations. The ratings for each criterion also need to be clearly defined whether expressed in scores or words. Eg. What does high, medium or low mean. If a county needs more information on the prioritizing process, please look at the FHOP manual, “Developing an Effective MCH Planning Process: A Guide for Local MCH Programs.”

Worksheet C-3 is mandatory. You do not have to list 10 priorities unless you have 10 priorities.

After prioritizing the problems, the guidelines require a narrative about each of your priority problems. This can be a paragraph that summarizes the epidemiology of the problem and can include race/ethnic, age, income and geographic distribution, health insurance status, trends and comparisons among groups or with a standard. If you are a small county with limited data for many indicators, qualitative data from case studies, observations, focus groups, interviews or administrative data are adequate.

The guidelines also suggest a more in-depth analysis of your problems - see FHOP Planning Guide. This would include looking at risk factors or precursors that could be addressed in an intervention. However, this is not required.

### **Worksheet D**

The notes and ratings from Worksheet D for each of the 10 Essential Services are used to complete the SWOT Analysis and to generate the Capacity Needs to be completed on Worksheet E. Most counties are still in the process of getting stakeholder input on Worksheet D. Counties are encouraged to discuss their questions among themselves on the Yahoo Group site. Instructions for registering for the Yahoo group are on the FHOP website on the “2010 Title V MCAH Needs Assessment Guidelines” page.

The State would like to see the counties' detailed notes on Worksheet D. In addition, the counties will need to identify themes that cut across all 10 Essential Service Indicators. Examples of themes include:

- Negative impact of budget cuts
- Increasing access to services
- Lack of collaborative services
- Data capacity problems

From these themes, the Capacity Needs can be identified from any of the essential services and prioritized. Again, the criteria used to rank the Capacity Needs as well as the ratings used must be clearly defined or you can use Worksheet E Part A. A more detailed example of themes and resulting Capacity Needs is now posted on our website. The Capacity Needs should be written in the form of an objective that suggests an action, but an action plan is not required as part of this current needs assessment process. There are also examples of a completed Worksheet D and a SWOT analysis on the FHOP website.

### **County questions**

1. Can you select certain people to complete specific Essential Service Indicators rather than having a large group complete all 10 Essential Service Indicators? Answer: yes and again give an explanation of your process in the Plan.
2. Is it ok to connect the Capacity Needs to your Priority Needs? Answer: This is not required but is an interesting approach and is totally acceptable.
3. Is handwriting on the various worksheets acceptable? Answer: There are Word versions of every worksheet on the FHOP website and typing is preferred. However, neat, legible writing is acceptable.
4. On Worksheet E, can you go directly to Part B? Answer: Part A is optional but you need to describe the criteria and the process you used to prioritize your Capacity Needs.
5. Do we need to include how to address the problems? Answer: no need to make an action plan, just state the capacity needs.
6. Will everything revolve around lack of resources and budgetary constraints? Answer: you should focus on what is doable. You can't create money but you can share resources or write more grants, etc. If there are no resources to address a problem it will most likely be put lower on the priority list.

### **County Examples**

Madera County used Worksheet C-1 for stakeholder input for prioritizing problems and found the process very helpful.

Mendocino County used the "dot method" to prioritize problems. The top prioritized problems were very similar to the problems identified five years ago. Dr. Olive said the "dot method" was acceptable and Mendocino County should describe the method in their plan including who attended the prioritizing meetings.

Monterey County completed their stakeholder input on Worksheet D using group meetings and selective input. The process was time consuming since there was a lot of

individual follow up. They found that a lot of non-profit agencies who used to attend meetings in the past no longer have staff who can attend the meetings. Monterey County still found the process very helpful even with all the limitations.

Kern County did a trial run on Worksheet D using MCH and in-house Public Health staff. It was a lengthy process but very helpful and the county feels ready to open the process to the various stakeholders.

**Reminder**

Please submit an electronic version of your plan to FHOP by June 30<sup>th</sup> or earlier. FHOP will review the plans and forward on to the State.