

# Session 1 Agenda: Indicator Data Review and Initial Prioritization of Issues

Agenda Items	Facilitator Notes
<b>Overview</b>	Review where you are in the overall EBPP process and explain that the goal for today is to utilize the data you have collected to identify the initial areas of need or issues. You will further refine these areas based on the resource review in the next step.
<b>Prep to Review Data</b>	Give a brief overview of what data you will be looking at, orient the group to the handout and review what people should be looking for in the data. Give instructions for how the gallery walk (described in next agenda item facilitator notes) will work.
<b>Review Data via Gallery Walk</b>	<ol style="list-style-type: none"> <li>a. Post data around the room in an organized fashion, with data in similar categories grouped together. Note: Members of your team should organize data according to the instructions in Module 2 prior to this meeting. You can set up/post the data prior to the meeting for efficiency.</li> <li>b. Break the group into small groups, with the number of groups equal to the number of data categories you have.</li> <li>c. Each group starts with one category and has a discussion based on the questions on the handouts. Each person can take notes, or one person can take notes for the group.</li> <li>d. After 5-7 minutes or when most of the groups appear complete in their discussion of the data, rotate the groups to the next category and groups discuss the new data.</li> <li>e. Continue rotating until the groups have visited all the data categories and discussed all the data.</li> <li>f. You may wish to offer a short break or a period of quiet reflection time for people to process all the data they just took in before moving on.</li> </ol>
<b>Data Analysis &amp; Interpretation</b>	As a group, discuss the data as a whole (not by each data category), using ORID discussion questions as a guide. This process is utilized to help people process data in a way that facilitates decision making.

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<p><b>Review Data via Gallery Walk</b></p>	<p>If the group feels they need more data to make a decision, ask the group to summarize the major themes that emerged from this discussion, identify additional data required, and create an action plan to gather that additional information and submit it to be incorporated into the organized data prior to the next meeting.</p> <p>You will reconduct this session agenda at the next meeting to come to a final decision.</p> <p>It is suggested that you only do this one time, and all data collected for the second iteration of this agenda should be considered sufficient to make a final decision.</p> <p>Skip the next item on the agenda and go straight to “Closing”.</p> <p>If the group feels they have enough information to make a decision on the top 3-5 priority areas (which will be further refined in the next step based on the resource assessment), work with the group to make a final decision on 3-5 top priority areas.</p> <p>To assist in group decision making, you may wish to do a ranking exercise of your choice. One option would be to ask each member of the group to select the top 3 issues they believe are priority to address in the community quietly and then have each member place a sticky dot next to each of their top three picks on the flipchart list. Use the results to narrow down the choices for the top 3-5 priority areas and lead a group discussion to come to consensus on the final decision.</p> <p>Ensure this decision is documented. Move to the next agenda item regarding the resource review.</p> <p>You may wish to take a brief break after this.</p>
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<p><b>Resource Review Plan</b></p>	<p>Identify 1-2 individuals who will utilize a community resource database to identify the resources available in the community for each priority area using the Resource Data Collection tool. If there is no community-wide resource database identify as many resources as you can with your group.</p> <p>Following the initial listing of resources, identify gaps and areas needing follow-up. This information will need to be emailed out to the group to collect additional data on each resource prior to the next meeting. Ask everyone in the group to set aside time to research resource data, especially for their organization or the sectors they are familiar with before the next meeting date. Work through the best process for submitting this data (for example, your group may want to upload the master document into Google Drive or another shared platform and everyone enters data, or you may wish to submit all the data to an identified individual to compile.)</p> <p>Add this to the Resource Data Collection Tool (Identify 1 lead person who is responsible.)</p>
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<p><b>Closing</b></p>	<p>Summarize the process you went through and the decision you made, celebrating your progress. Review action plan assignments. Close on a positive note.</p>
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