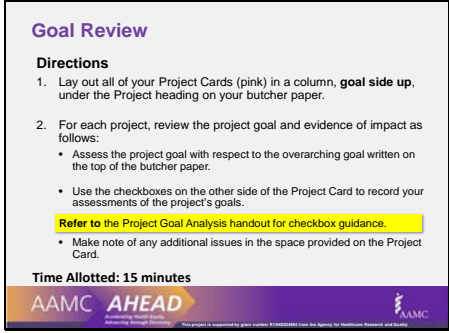
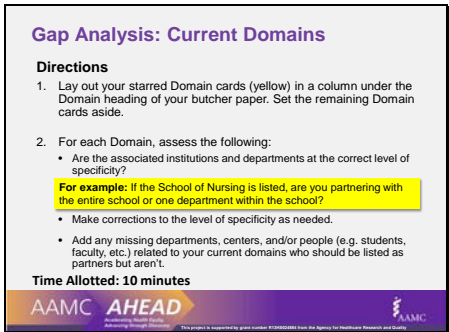
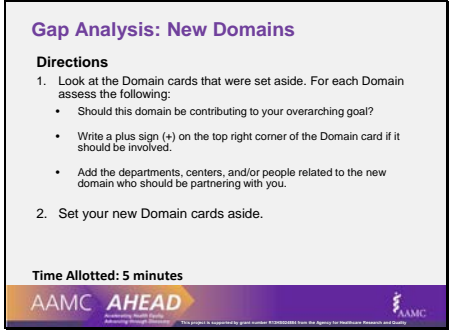


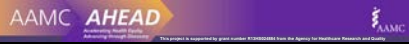


Activity Preparation and Facilitation Guide: Site Team Mapping Exercise





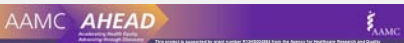
Site Team Mapping Activity Preparation


Time	1 hour and 45 minutes
Objective	<ul style="list-style-type: none"> • To set an overarching goal for one prioritized outcome of interest in your community. • To review your project goals with respect to your overarching goal. • To conduct a gap analysis with respect to your health equity activities. • To identify redundancies with respect to your health equity activities. • To map your current and ideal states.
Advance Preparation	<ul style="list-style-type: none"> • Photocopy your most recent CHNA • Create Project Cards using the Project Cards from the Cards Template • Create Domain Cards using the Domain Cards from the Cards Template • Create Internal Partner Cards using the Internal Partner Cards from the Cards Template • Create External Partner Cards using the External Partner Cards from the Cards Template • Label the butcher paper according to the guide below • Bring a flash drive or load the meeting room computer with your Health Equity Inventory • Load the Site Team Mapping PowerPoint on the meeting room computer • Photocopy the Project Goal Analysis Handout (below) • Photocopy the Preparation and Facilitation Guide (below)
Materials Needed	<ul style="list-style-type: none"> <input type="checkbox"/> Community Health Needs Assessment (CHNA) <input type="checkbox"/> Project Cards <input type="checkbox"/> Domain Cards <input type="checkbox"/> External Partner Cards <input type="checkbox"/> Internal Partner Cards <input type="checkbox"/> 4' Piece of Butcher Paper <input type="checkbox"/> Black, Green, and Red Markers <input type="checkbox"/> Cell Phone Camera <input type="checkbox"/> Laptop or Computer with Excel 2013 or higher loaded with your Health Equity Inventory <input type="checkbox"/> Project Goal Assessment Handout <input type="checkbox"/> Facilitation Guide <input type="checkbox"/> Site Team Mapping PowerPoint
Room Set	A meeting room with a table large enough to accommodate your team and the 4' piece of butcher paper.

Activity Facilitation

Timing	Resource	Activities/Notes/Considerations
15 minutes	<p>Slide 1</p> <div data-bbox="289 436 727 762" style="border: 1px solid black; padding: 5px;"> <p>Goal Review</p> <p>Directions</p> <ol style="list-style-type: none"> Lay out all of your Project Cards (pink) in a column, goal side up, under the Project heading on your butcher paper. For each project, review the project goal and evidence of impact as follows: <ul style="list-style-type: none"> Assess the project goal with respect to the overarching goal written on the top of the butcher paper. Use the checkboxes on the other side of the Project Card to record your assessments of the project's goals. <p style="background-color: yellow;">Refer to the Project Goal Analysis handout for checkbox guidance.</p> <ul style="list-style-type: none"> Make note of any additional issues in the space provided on the Project Card. <p>Time Allotted: 15 minutes</p>  </div>	<p>Directions: Goal Review</p> <p>Animations: Yes</p> <ul style="list-style-type: none"> Give the instruction to lay out the pink Project Cards. Emphasize placing the cards goal side up. Once the cards are in place, click to advance to step 2. Call attention to the Project Goal Analysis handout. Watch the time and prompt the room when there are 5 and 2 minutes left. Move to the next slide if the team finishes early.
10 minutes	<p>Slide 2</p> <div data-bbox="289 867 727 1192" style="border: 1px solid black; padding: 5px;"> <p>Gap Analysis: Current Domains</p> <p>Directions</p> <ol style="list-style-type: none"> Lay out your starred Domain cards (yellow) in a column under the Domain heading of your butcher paper. Set the remaining Domain cards aside. For each Domain, assess the following: <ul style="list-style-type: none"> Are the associated institutions and departments at the correct level of specificity? <ul style="list-style-type: none"> <li style="background-color: yellow;">For example: If the School of Nursing is listed, are you partnering with the entire school or one department within the school? Make corrections to the level of specificity as needed. Add any missing departments, centers, and/or people (e.g. students, faculty, etc.) related to your current domains who should be listed as partners but aren't. <p>Time Allotted: 10 minutes</p>  </div>	<p>Directions: Gap Analysis Current Domains</p> <p>Animations: Yes</p> <ul style="list-style-type: none"> Give the instruction to lay out the yellow Domain Cards. Emphasize that only the starred cards should be laid out. Once the cards are in place, click to advance to step 2. Watch the time and prompt the room when there are 5 and 2 minutes left. Move to the next slide if the team finishes early.
5 minutes	<p>Slide 3</p> <div data-bbox="289 1255 727 1581" style="border: 1px solid black; padding: 5px;"> <p>Gap Analysis: New Domains</p> <p>Directions</p> <ol style="list-style-type: none"> Look at the Domain cards that were set aside. For each Domain assess the following: <ul style="list-style-type: none"> Should this domain be contributing to your overarching goal? <ul style="list-style-type: none"> Write a plus sign (+) on the top right corner of the Domain card if it should be involved. Add the departments, centers, and/or people related to the new domain who should be partnering with you. Set your new Domain cards aside. <p>Time Allotted: 5 minutes</p>  </div>	<p>Directions: Gap Analysis New Domains</p> <p>Animations: No</p> <ul style="list-style-type: none"> Give the instruction to look at the Domain cards that were not starred. Watch the time and prompt the room when there are 2 minutes left. Make sure that the newly created Domain Cards are set aside. Move to the next slide.

Timing	Resource	Activities/Notes/Considerations
15 minutes	<p>Slide 4</p> <div data-bbox="289 394 727 716" style="border: 1px solid black; padding: 5px;"> <p>Gap Analysis: Internal Partners</p> <p>Directions</p> <ol style="list-style-type: none"> Lay out your Internal Partner cards (blue) in a column under the Internal Partner heading of your butcher paper. For each Internal Partner, assess the following: <ul style="list-style-type: none"> Are any departments / centers missing that should be contributing to your overarching goal? <p style="background-color: yellow;">Refer to the <i>Partners</i> tab of your HEI.</p> <ul style="list-style-type: none"> In the <i>Filters</i> tab, make sure that all filters are cleared. Sort the Internal or External column of the <i>Partners</i> tab Z to A. Make new Internal Partner cards for them. Review your starred and (+) Domain cards. Are these new Internal Partners listed on your starred and (+) Domain cards? If not, add them to the appropriate Domain cards. <ol style="list-style-type: none"> Set your new Internal Partner cards aside. <p>Time Allotted: 15 minutes</p>  </div>	<p>Directions: Gap Analysis Internal Partners Animations: Yes</p> <ul style="list-style-type: none"> Give the instruction to lay out the Internal Partner Cards. Once the cards are in place, click to advance to steps 2 and 3. Call attention to the instructions to clear all filters and to sort the Internal or External column of the <i>Partners</i> tab from Z to A. Watch the time and prompt the room when there are 5 and 2 minutes left. Make sure that the newly created Internal Partner Cards are set aside. Move to the next slide if the team finishes early.
10 minutes	<p>Slide 5</p> <div data-bbox="289 947 727 1268" style="border: 1px solid black; padding: 5px;"> <p>Gap Analysis: External Partners</p> <p>Directions</p> <ol style="list-style-type: none"> Lay out your External Partner cards (purple) in a column under the External Partner heading of your butcher paper. For each External Partner, assess the following: <ul style="list-style-type: none"> Are any external partners and/or community assets missing that should be contributing to your overarching goal? <p style="background-color: yellow;">Refer to the <i>Partners</i> tab of your HEI.</p> <ul style="list-style-type: none"> In the <i>Filters</i> tab, make sure that all filters are cleared. Sort the Internal or External column of the <i>Partners</i> tab A to Z. Make new External Partner cards for them. Set your new External Partner cards aside. <p>Time Allotted: 10 minutes</p>  </div>	<p>Directions: Gap Analysis External Partners Animations: Yes</p> <ul style="list-style-type: none"> Give the instruction to lay out the External Partner Cards. Once the cards are in place, click to advance to steps 2 and 3. Call attention to the instructions to clear all filters and to sort the Internal or External column of the <i>Partners</i> tab from A to Z. Watch the time and prompt the room when there are 5 and 2 minutes left. Make sure that the newly created External Partner Cards are set aside. Move to the next slide if the team finishes early
5 minutes	<p>Slide 6</p> <div data-bbox="289 1499 727 1820" style="border: 1px solid black; padding: 5px;"> <p>Consolidation</p> <p>Directions: Look at the checkbox side of your Project cards to complete the following:</p> <ul style="list-style-type: none"> Remove any cards with goals that you deemed "Not Aligned". Remove any cards with goals that you deemed "Not Met". Clip together any "Redundant" cards. Stagger the cards so that each project name can still be seen. <p>Time Allotted: 5 minutes</p>  </div>	<p>Directions: Consolidation Animations: No</p> <ul style="list-style-type: none"> Give the instruction to look at the check box side of the Project Cards. Watch the time and prompt the room when there are 2 minutes left. Make sure that all project names can be seen for any "Redundant" cards that are clipped together. Move to the next slide.

Timing	Resource	Activities/Notes/Considerations
5 minutes	<p>Slide 7</p> <div data-bbox="289 390 727 716"> <p>Current Connections</p> <p>Directions:</p> <ol style="list-style-type: none"> Use the black marker to draw the connections that currently exist. <ul style="list-style-type: none"> Connect Domains to Internal Partners. Connect Internal Partners to Projects. Connect External Partners to Projects. Take a photograph of your "Ideal State", include your school or hospital name and "Current" in the Subject Line and send it to: healthequityresearch@aamc.org <p>Time Allotted: 5 minutes</p>  </div>	<p>Directions: Current Connections</p> <p>Animations: No</p> <ul style="list-style-type: none"> Give the instruction to use the black marker and only the original cards. Watch the time and prompt the room when there are 2 minutes left. Move to the next slide.
5 minutes	<p>Slide 8</p> <div data-bbox="289 774 727 1100"> <p>Balance</p> <p>Directions: Use the red marker to cross out connections that are overburdened or redundant.</p> <ul style="list-style-type: none"> Are any internal partners "overburdened"? If so, cross out the connections that are not essential. Are any external partners "overburdened"? If so, cross out the connections that are not essential. <p>Time Allotted: 5 minutes</p>  </div>	<p>Directions: Balance</p> <p>Animations: No</p> <ul style="list-style-type: none"> Give the instruction to use the red marker. Watch the time and prompt the room when there are 2 minutes left. Move to the next slide.
10 minutes	<p>Slide 9</p> <div data-bbox="289 1159 727 1505"> <p>Ideal State</p> <p>Directions</p> <ol style="list-style-type: none"> Add any newly created Domain, Internal Partner, or External Partner cards to the appropriate column. Use the green marker to make new connections between these new Domains and partners that you think will contribute to your overarching goal. Review your ideal state. Make any needed changes or adjustments. Once finalized, tape down your cards. Take a photograph of your "Ideal State", include your school or hospital name and "Ideal" in the Subject Line and send it to: healthequityresearch@aamc.org <p>Time Allotted: 10 minutes</p>  </div>	<p>Directions: Ideal State</p> <p>Animations: No</p> <ul style="list-style-type: none"> Give the instruction to add any newly created cards to the appropriate column and to use the green marker. Watch the time and prompt the room when there are 5 and 2 minutes left. Move to the next slide.
10 minutes	<p>Slide 10</p> <div data-bbox="289 1581 727 1906"> <p>Table Discussion: Systems Thinking </p> <p>Thought Exercise: Imagine you are a client/patient who could benefit from the work related to your overarching goal.</p> <ul style="list-style-type: none"> Select a likely point of entry into the system for this patient/client. Walk him/her through the system Are there logical connections between all the projects or at least between related projects? Is there clear communication between community providers and the AMC and vice versa? How easy (or hard) is it to move between and benefit from the projects/services? <ul style="list-style-type: none"> What partners or activities could be added to ease the path? <p>Time Allotted: 10 minutes</p>  </div>	<p>Directions: Systems Thinking</p> <p>Animations: Yes</p> <ul style="list-style-type: none"> Read the thought exercise slowly. Click to advance to each bullet point. Invite discussion once you have read the thought exercise. Watch the time and prompt the room when there are 5 and 2 minutes left.

Timing	Resource	Activities/Notes/Considerations
10 minutes	<p>Slide 11</p> <div style="border: 1px solid black; padding: 5px;"> <p>Ah Ha Moments?</p> <p>Table Discussion: In completing this mapping activity, what was your biggest insight or surprise?</p> <p>Share your team's "Ah Ha" with the room.</p> <p>Time Allotted: 10 minutes</p>  </div>	<p>Directions: Ah Ha Moments</p> <p>Animations: Yes</p> <ul style="list-style-type: none"> • Ask what the biggest insight or surprise was for this activity and invite discussion • After 5 minutes of conversation, ask each person to share.

Identifying the Outcome of Interest and Creating Project Cards

Tip: Print out these instructions.

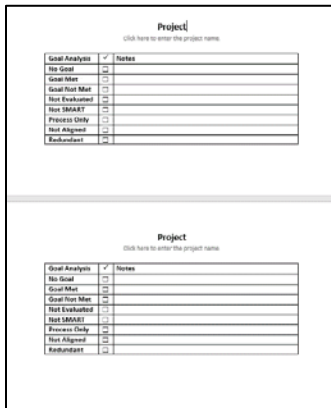
Outcome of Interest: Write your first prioritized outcome of interest as indicated in your CHNA (you will repeat this process for your second and third outcomes of interest).

- Write your outcome of interest below.
- Using bullet points, write the overarching goals for your outcome of interest below.

Overarching Goals:

Project Cards: Open your Health Equity Inventory (HEI).

- Select the *Filters* tab.
- Go to the *Filter by Outcome of Interest* box in the blue *Initiatives Data Table Filtering* area.
- Select the filters for the prioritized outcome of interest that you identified above.
- Select the *Initiatives* tab to see all projects associated with your selected outcome of interest.
- Enter the names of your first two projects on the first two half pages in the **Project Card Template**.



Note: Each set of two half pages will print as one page (project 1 & 2 Goal Analysis Grid).

- Repeat the names of your first two projects and enter their goals and evidence of impact on the next two half pages.



Note: Each set of two half pages will print as one page (project 1 & 2 Goals and Impact).

- Repeat this process until all projects for the identified outcome of interest have been entered.
- Print the Project cards **back to back** on **pink paper** and cut each page in half so that each project is on one card.

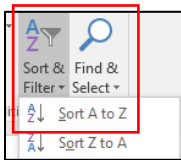
Creating Domain Cards

Tip: Print out these instructions.

Pre-Work: Creating Project Cards. If you have not yet created Project Cards, please complete that step.

Domain Cards: Open your Health Equity Inventory (HEI).

- Select the *Filters* tab.
- Go to the *Filter by Outcome of Interest* box in the blue *Initiatives Data Table Filtering* area.
- Ensure that the filters for the prioritized outcome of interest that you identified for the **Project Cards** are still selected.
- Select the *Initiatives* tab.
- Click on the *Initiative Domain* column and sort the data A to Z.



- Scroll over to the Project Lead area of the *Initiatives* tab.
- Open the **Domain Cards Template**.
- For each domain indicated on your HEI enter the all project lead's School/Hospital and Department affiliation under the **Associated Institutions and Departments** heading for that specific domain.

Domain
<p>Research</p> <p>Associated Institutions and Departments:</p> <ul style="list-style-type: none"> • School of Population Health, Preventative Medicine • UMMC, Preventative Medicine • UMMC, School of Medicine • UMMC, Myrlie Evers-Williams Institute for the Elimination of Health Disparities • UMMC, School of Nursing

- Repeat this process until all associated institutions and departments for the identified outcome of interest have been entered.
- Print the Domain Cards **single sided** on **yellow paper**.
- Cut each page in half so that each Domain is on one card.
- Draw a star on the top right corner of the Domain cards associated with your identified outcome of interest.

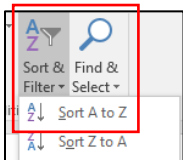
Creating Internal Partner Cards

Tip: Print out these instructions.

Pre-Work: Creating Project Cards. If you have not yet created Project Cards, please complete that step.

Internal Partner Cards: Open your Health Equity Inventory (HEI).

- Refer to your Project Cards for the list of projects associated with your outcome of interest.
- Select the *Filters* tab.
- Scroll down to the green *Partners Data Table Filtering* area
- Select the *Internal* filter.
- Select the *Partners* tab.
- Click on the *External Organization or Internal Department* column and sort the data A to Z.



- Use Find and Select (or Ctrl F) to find the name of the first project listed on your Project Cards.
- Open the **Internal Partner Cards Template**.
 1. Enter the name of this internal partner.
 2. Enter the prioritized outcome of interest.
 3. Enter the project/ initiative name(s) associated with the outcome of interest
 4. Enter any other projects/initiatives with this partner.

Internal Partner

① UMMC School of Nursing

② Obesity Initiatives

- ③ • Cook Right, Live Well: A novel healthy cooking, healthy eating project
- Employee Wellness - Zumba Fitness

Other Initiatives

- ④ • Jackson Public Schools Alignment Jackson
- Science Training and Enrichment Program (STEP)

- Repeat this process until all internal partners have been entered.
- Print the Internal Partner Cards **single sided** on **blue paper**.
- Cut each page in half so that each Internal Partner is on one card.

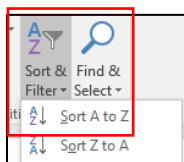
Creating External Partner Cards

Tip: Print out these instructions.

Pre-Work: Creating Project Cards. If you have not yet created Project Cards, please complete that step.

External Partner Cards: Open your Health Equity Inventory (HEI).

- Refer to your Project Cards for the list of projects associated with your outcome of interest.
- Select the *Filters* tab.
- Scroll down to the green *Partners Data Table Filtering* area
- Select the *External* filter.
- Select the *Partners* tab.
- Click on the *External Organization or External Department* column and sort the data A to Z.



- Use Find and Select (or Ctrl F) to find the name of the first project listed on your Project Cards.
- Open the **External Partner Cards Template**.
 1. Enter the name of this external partner.
 2. Enter the prioritized outcome of interest.
 3. Enter the project/initiative name(s) associated with the outcome of interest
 4. Enter any other projects/initiatives with this partner.

External Partner

1 Mississippi Roadmap to Health Equity, Inc.

2 Obesity Initiatives:

- Cook Right, Live Well: A novel healthy cooking, healthy eating project

3 Other Initiatives

- A Healthy Start through Art
- A Healthy Way Today

4

- State Health Assessment

Note: If you have many external partners for one project and they are not partnering with you on other initiatives, you may opt to group them all onto one External Partner Card.

External Partners

Medical University of South Carolina	Tulane University
Northwestern University	University of Colorado
Pennington Research Center	University of Southern Mississippi
Tougaloo College	University of Tennessee Health Science Center

Obesity Initiatives:

- MCCTR (CEnR CAB)
- MCCTR (CEnR Summer Research Intensive Course)
- MCCTR (CEnR Working Group)

- Repeat this process until all external partners have been entered.
- Print the External Partner Cards **single sided** on **purple paper**.
- Cut each page in half so that each External Partner is on one card.

Butcher Paper Preparation

Pre-Work: Creating Project Cards. If you have not yet created Project Cards, please complete that step.

Directions:

- Cut a piece of butcher paper approximately 4' in length
- Use a black marker to label the butcher paper as follows:

Top left: Write the prioritized outcome of interest and the overarching goal that you identified when you created your Project Cards.

Column Headings: Divide your butcher paper into four equal columns below the prioritized outcome of interest as follows:

<Your Prioritized Outcome of Interest and Overarching Goal>			
Domains	Internal Partners	Projects	External Partners

Project Goal Analysis Handout

Directions: Use this guide to help you evaluate the project goals. Select as many options as apply.

- No Goal:** Select this option when there is no program goal.
- Goal Met:** Select this option when the project has been evaluated and it met its goal.
- Goal Not Met:** Select this option when the project has been evaluated and it did not meet its goal.
- Not Evaluated:** Select this option if the project has not been evaluated.
- Not Smart:** Select this option if the project goal is not
 - Specific
 - Measurable
 - Agreed Upon
 - Realistic
 - Time-Based
- Process Only:** Select this option if the project goal is limited to inputs and outputs rather than outcomes (i.e. “Served 850 clients” “Hosted four Healthy Heart clinic days”).
- Not Aligned:** Select this option if the project does not contribute to or is at cross-purposes with the achievement of the overarching goal for your prioritized area of interest.
- Redundant:** Select this option if the project has the same or very similar goals as another project.

AAMC

AHEAD

*Accelerating Health Equity,
Advancing through Discovery*

