

**COMMUNITY ENGAGEMENT WORKBOOK**

Fillable templates to accompany the Community Engagement Toolkit

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**Wisconsin climate and health PROGRAM**  
Bureau of Environmental and Occupational Health

dhs.wisconsin.gov/climate | NOVEMBER 2016 | dhsclimate@wi.gov

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**GUIDE 2: ENGAGING STAKEHOLDERS**

**List of Suggested Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Community and Advocacy Organizations** | | |
| Stakeholders from this category may need more explanation of their role in the process: see Message Maps in in Appendix D of the toolkit to help with this conversation. | Neighborhood Organizations |  |
| Community Residents |  |
| Civic Organizations |  |
| Philanthropic Organizations |  |
| Environmental Organizations |  |
| Faith-Based Organizations |  |
| **Government** | | |
| Because some government sectors may need help making a connection between their program’s goals and objectives and the climate and health work described in this process, see Appendix I of the toolkit for a tool to assist with these conversations: Obtaining Local Health Jurisdiction Leadership Buy-In. | County Board of Health |  |
| Tribal Organization |  |
| Environmental Division within Public Health Department |  |
| Elected Officials |  |
| Public Health Programs (e.g., epidemiology, mental health, etc.) |  |
| School System (K-12) |  |
| Parks and Recreation Department |  |
| Public Health Laboratory |  |
| Public Safety, Emergency Response, and Emergency Medical Services |  |
| Regional Offices of Federal Agencies (e.g., EPA, USDA, FDA, DOT) |  |
| City/County Planning Department |  |
| Zoning Board |  |
| Traffic Engineering Department |  |
| Regional Planning Commissions and Metropolitan Planning Organizations (RPCs/MPOs) |  |
| Public Transportation Provider |  |
| Police and Fire Departments |  |
| Forestry Department |  |
| Economic Development Department |  |
| Institution of Higher Education (e.g., universities and colleges) |  |
| **Local Business Community** | | |
| It is important to include members from the private sector in this process to aim for full representation of community viewpoints. | Hospital, Clinic, or Other Health Care Facility |  |
| Chamber of Commerce, Rotary, etc. |  |
| Agriculture |  |
| Mining |  |
| Forestry |  |
| **Other** | | |
| It is important to include tribal organizations and professional associations in this process. | Ethnic and Cultural Groups |  |
| Professional Associations |  |

**GUIDE 3: PRIORITIZING POTENTIAL HEALTH IMPACTS**

**Prioritization Grid**

**LOW**

**NEED**

**HIGH**

**LOW**

**HIGH**

**FEASIBILITY**

|  |  |
| --- | --- |
| **LOW NEED/HIGH FEASIBILITY** | **HIGH NEED/HIGH FEASIBILITY** |
| **LOW NEED/LOW FEASIBILITY** | **HIGH NEED/LOW FEASIBILITY** |

This prioritization grid is one prioritization tool to use during your stakeholder meeting to help prioritize your health impacts and streamline the process.

Create a list of community health impacts by highest priority to lowest:













Tip: Visit the National Association of County and City Health Officials (NACCHO) website (naccho.org) to learn more about additional methods for prioritizing health concerns.

**GUIDE 4: STRATEGY PLANNING MATRIX**

**Planning Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Spheres of Influence Health Outcome:** | | |
| **Strategies** | **Individuals, Families, Social Networks** | **Organizations and Institutions** | **Community (neighborhoods, municipalities, counties, or state)** |
| **Programs:** Activities focused on increasing knowledge about health issues and/or promoting healthy behaviors or conditions. |  |  |  |
| **Systems Change:** Change that impacts social norms of an organization, institution, or system; may include a policy or environmental change strategy. Policies are often the driving force behind systems change. |  |  |  |
| **Environmental Change:** Physical aspects of the environment that support healthy or discourage unhealthy behaviors and conditions. |  |  |  |
| **Policy:** Policies, rules, ordinances, and laws that support healthy practices, action, and behaviors. |  |  |  |

Create a list of strategies for one of your community health impacts previously selected. Fit each strategy into the appropriate sphere of influence for each health impact chosen for the community.

Start with a high priority and then move to a low priority health impact connected to climate effects. Some cells in the table may remain empty as you may not find strategies for every sphere of influence or type of approach.

**GUIDE 5: DEVELOPING AN ACTION PLAN Action Plan**

Use the table below to create four to five action steps for each priority/health outcome based on the prioritized strategy previously selected. Be sure to include potential partners, any data gaps, and where you might find the data. Create a timeline for each action step.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Plan** | | | | |
| **Health Outcome** | **Action Steps** | **Partners** | **Data Gaps** | **Timeline** |
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**GUIDE 6: EVALUATION**

**Evaluation Questions**

Below are a set of *process evaluation* questions that you can use to evaluate your community engagement process. This may be adapted to include other pertinent evaluation questions.

|  |  |  |  |
| --- | --- | --- | --- |
| 1) What agency are you affiliated with? |  | | |
| 2) Did today’s meeting help you understand how your role within your agency/organization relates to climate adaptation plans in your community? | Yes | No | Not Sure |
| 3) Did today’s meeting help you understand how other agencies/organizations’ roles relate to climate adaptation plans in your community? | Yes | No | Not Sure |
| 4) Did today’s meeting help you prioritize climate adaptation strategies that align with your agency/organization? | Yes | No | Not Sure |
| 5) We want to improve our future community engagement processes. Please answer the following questions for the agenda items listed below: | | | |
| a) Agenda Item 1 (Climate-related impacts) | What went well:    What could have been improved: | | |
| b) Agenda Item 2 (Small group session) | What went well:    What could have been improved: | | |
| c) Agenda Item 3 (Large group session/prioritization process) | What went well:    What could have been improved: | | |
| 6) Do you feel that you had a say in the prioritization of strategies? | Yes | No | Not Sure |
| 7) Did this meeting prepare you to work on climate adaptation strategies in your community? | Yes | No | Not Sure |

Below are a set of *outcome evaluation* questions that you can use to evaluate your community engagement process.

1. Of the action steps identified, please describe the ones you were able to successfully implement and describe how you did so.
2. Of the action steps identified, please describe the action steps you are still planning to implement or are currently in the process of implementing.
3. Of the action steps identified, please tell us about the ones you were unsuccessful in implementing and why.
4. Additional comments are welcome!