

#PrepYourHealth

Discussion Guides

Social Determinants of Health Series



Instructions

Use this framework to help you plan and conduct discussion-based activities in the #PrepYourHealth Discussion Guides: Social Determinants of Health Series.

Center for Preparedness and Response (CPR) discussion-based activities are for facilitated use by small groups. Groups can hold discussions in person, over e-mail, on video conferencing, or through a combination of methods.

Key Roles

Consider assembling a small planning team. Assign the following key roles to people who can help plan for and facilitate a discussion-based activity.

- Coordinator
- Facilitator
- Subject matter expert (SME)
- Note taker

Coordinator

The coordinator "runs the show." They oversee the planning, including logistics, and conduct of the discussion-based activity. The coordinator chooses the facilitator, SME(s), and note taker.

Facilitator

The facilitator leads the discussion-based activity. They keep participants focused on activity objectives and the discussion moving without rushing through the questions. An effective facilitator

- keeps discussions on track and drives play to meet exercise objectives.
- controls group dynamics and manages strong personalities.
- speaks competently and confidently without dominating the conversation.
- has subject-matter expertise or experience.
- has an awareness of local plans and procedures.

The coordinator can serve as the facilitator, but only if they meet the prerequisites for the role.



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Subject Matter Expert

The subject matter expert (SME) plays an important role in the discussion-based activities. The SME is someone with an understanding of SDOH and knowledge of their disproportionate impacts on populations in the community.

The SME can help to guide the activity (e.g., asking follow-up questions and citing real-life examples) and ensure they are plausible and meet activity objectives.

Note Taker

The note taker is an optional but recommended role. The note taker records what is said during the discussion. This allows others to fully participate in the discussion (e.g., actively listen and ideate follow-up questions).

Participants can also take notes for use after the activity.

Many video conferencing platforms allow for recording meetings and can provide transcripts. It is recommended that you get each participant's permission to record the discussion.

Discussion Partners

The table below provides suggested agencies or organizations to include in the discussions.

Response Individuals & Organizations	Support Individuals & Organizations
Emergency management agencies	Volunteer Organizations Active in Disaster (VOAD)
Public health departments	Faith-based and community organizations
Health care systems	Faith and community leaders
Emergency medical service providers	Community service and nonprofit groups
Elected public officials	

The organizations you invite to a discussion will depend on the SDOH being discussed. Inviting non-traditional partners to the activity, particularly those that support or are trusted agents of the populations that are most affected by the SDOH, is important to success.

Prewrite Questions

The prework questions are meant to help participants better understand and identify the impacts of SDOH in their community. Your answers to the prework questions will help you

- answer the discussion guide questions.
- identify non-traditional organizations to invite to the discussion.

Discussion Options

The coordinator, in consultation with the facilitator and SME, chooses which of the following options will produce the best results:

1. Distribute the discussion guide and guest list to participants before the activity. Use the scheduled time to share prepared answers and follow-up questions.
2. Do not distribute the discussion guide to participants before the activity. Use the scheduled time to answer the questions in real-time.

Discussion Length

CPR discussion-based activities are for facilitated use as a “lunch and learn” or “brown bag”-type activity. These types of activities typically last about 60 minutes.

Participants are not required to answer all discussion questions. They just need to answer enough questions to get to the heart of the matter: how to leverage positive impacts and how to remove or reduce barriers related to the SDOH when preparing for and responding to a mass evacuation.

Here are some things for you to consider:

- Allow a maximum of 10 minutes for participants to address each question and follow-up questions.
- If you choose to share the discussion guide beforehand, participants will come in ready to talk about the issues. That will help decrease the length of the activity.
- The activities do not have to be limited to just one session. The coordinator may choose to conduct more than one session to cover more situations and discussion questions.
- A suggested agenda is provided. Planning teams are encouraged to develop agendas specific to their discussion-based activities."
- If you choose to share a discussion guide beforehand, consider using an online format (e.g., Google Docs, SharePoint) to collect participants' answers. Collect their answers before the activity to share with the group during the discussion.

Before the Discussion

The coordinator should take the following step before the discussion:

Task
1. Decide the date, time, and location for the facilitated activity. If done virtually, determine the format to be used. Ensure that most, if not all, participants have access to that format.
2. Choose a facilitator.
3. Choose an SME.
4. Choose a note taker.
5. Prepare an attendee list that includes contact information for all participants.
6. Send out invitations.
7. Prepare copies of the agenda for all participants. Determine when and how to distribute copies to participants (e.g., electronically or in person).
8. Assemble necessary technology resources (e.g., virtual meeting login, e-mail list) and supplies (e.g., paper, pens, large index cards) for the activity. Use brainstorming tools (e.g., transcripts, recordings, virtual whiteboards) to capture the real-time thoughts of participants (if applicable).

After the Discussion

Consider working as a group to write a summary and analysis of your discussion. Your written record might

3. summarize the group discussion based on collected answers to the questions.
4. identify ways SDOH might impact personal health preparedness for and response to evacuations in your jurisdiction.
5. suggest ways the whole community can create opportunities and conditions for everyone to prepare for and respond to emergencies to their full potential.

Use this report as you might use an after-action report to identify gaps and opportunities for improvement.