

Membership

KEY:
 Clarifications Needed (CPRD)
 Assessment Notes

What fields are required?

Create

Quarter/Year

Agency

Sector

Last Name

First Name

Job Title

Level of Engagement

Subcommittee

Leadership Role

Start Date

End Date

- Can use start/end date, and assume quarter/year?
 If quarter/year entry, we need to specify calendar or fiscal.
- Requires autocomplete. Need to get terminology in sync: sites vs. Agency vs. Subcommittee vs. Organizing Entity
- Do sectors differ per-agency, or will agency/sector always be a 1:1 match? If so, consider handling sector as a child item of Agency.
- Does this match an existing offline process? If not, consider re-ordering form to be First, Last, Agency, Sector.
- Consider auto-updating this field based on attendance noted via Meetings form.
- Change to drop-down as per list from Peter.
- What is the duration of membership? Do memberships expire?
 How does Start/End date differ from Quarter/Year?
 Can we assume a quarter/year based on these dates?

INPUTS FROM AOK:

- What reporting period is this? (List the quarters and the associated dates)
- Who are the members of the network?
 - Agency name
 - Person's Name (last, first)
 - Person's Job title
- What sector do they represent? (sector dropdown)
- When did they begin participation and when did they end participation?
- What role do they play in the network?
- How are they engaged in the structure and work of the network?
- Did/do they participate in subcommittee meetings

KEY QUESTIONS:

- Agency level of involvement (Agency + Title+ Engagement+ Subcommittee membership +length of participation) To learn how /when people are engaged and if/how that facilitates the work of the network

Should weighting be given to members based on leadership role vs. not?

- Individual member longevity---(stability, commitment) Organizations they represent, roles they have on the committee, and length of time they participated on the network

Is this more useful as a list-type view, or as a visualization?

- How do representatives change over the course of the project? (attrition, expansion, refinement --initiative related)

What is "the course of the project"?

- Sector representation vs. potential representation—completeness or gaps across the network. how does sector representation relate to the coalition's capacity?

How would one define "potential representation"?

- Representation within sectors. How many from each sector?. What numbers create 'critical mass' for that sector and in cross-sector work?

Are there any current metrics/guidelines for "critical mass"?

and connections to Meeting Reports:

- The number of participants?
- Did someone attend that meeting as a surrogate or representative of an agency or organization?

If a member of an agency attends a meeting, are they always functioning as a representative/surrogate of that agency, or is there a distinction to be made?

- How often did they attend in a year, 2, 3,years?

AOK Meetings

KEY:
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What fields are required?

Create

Quarter/Year

Meeting Date

SIGAN

Meeting Type

Primary Focus/Purpose

Attendance Count

Meeting Agenda
 No file chosen

Attendance Sheet
 No file chosen

Meeting Minutes
 No file chosen

Other Document
 No file chosen

Is quarter/year required, or can we infer from meeting date?

Provide calendar widget for easier date selection. Template date formatting (e.g. placeholder text for "MM/DD/YYYY").

Will meetings ever cover multiple SIGANs? If so, consider adding a "+" option. Also, show a summary of the selected SIGAN for ease of recall.

How does Workgroup differ from Subcommittee (used on Membership form)? If it doesn't, sync terminology.

Provide larger text box. Should this have a structured component (e.g. drop list) to make it queryable for reports?

Can we add an additional field for linking specific members to meeting occurrences via autocomplete?

Will meeting minutes be prepared prior to the meeting being entered in the system, or will the record need to be edited later to add them?

- **INPUTS FROM AOK:**
- What are the meeting dates?
- Will a single meeting ever span multiple days?
- What type of meeting is being conducted? (network, workgroup, Other, eg. Orientation, recruitment)
- What is the focus of the meeting?
- How many people attended?
- How did the meeting go? How would you characterize the quality of the meeting? Pulse check

This does not appear to be covered by the current form.

Is there an accepted measure for "quality of meeting"?

KEY QUESTIONS:

- How many network meetings have been conducted this year? (Contract requirements --10 network meetings per year, a running tally per quarter)(adding to the quarter before would be good) --will tell us common meeting frequency and cycles of collation work.
- # of Meetings on track and not on track ----AMA may want to look for red flags--- Raw number of meetings---very few meetings, or meetings that are not on track
- AMA wants to see agendas, attendance and minutes to see they are using good meeting and follow up practices

Community Collaboration Meetings

What fields are required?

Create

Quarter/Year

Meeting Date

Sponsoring Organization

Major Focus/Event/Goal

AOK Representative Name

AOK Representative Affiliation

AOK Role / Contribution

Completion Date of Tasks/Event/Goal, Ongoing

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Is quarter/year required, or can we infer from meeting date?

Can we autocomplete using Agency list from Member data for AOK affiliates? Will there ever be multiple Orgs.?

Will this always be a Member? If so, we should autocomplete using Member data. Will there ever be multiple Representatives?

If we are able to autocomplete members' names in the preceding field, this should autocomplete with Sector profile data. Consider renaming as 'AOK Representative's Sector'

Should this have a structured component (e.g. drop list) to make it queryable for reports?

Provide calendar widget for easier date selection. Template date formatting (e.g. placeholder text for "MM/DD/YYYY"). Add checkbox for 'ongoing' (which disables date input).

INPUTS FROM AOK:

- Date of meeting
- Name of group convening the meeting
- Focus of the meeting
- Who participated in the meeting and what was their affiliation:
- How does/did the meeting relates or contribute to the AOK Network?

KEY QUESTIONS:

- How many of these meetings happen in a quarter? Across a year?

Is there a target for how many *should* be happening, as with AOK Meetings?

- How much of the coordinator's role is in this form of collaboration?

Who is the 'coordinator' in this case?

- How do these meetings relate to the work of the network? What is the contribution of the AOK Network representative
- Is representation at these meetings always the coordinator or is AOK membership taking leadership roles and representing the network at these other meetings?
- (How can we assess the value of this work?)

Any thoughts on how you are interested on reporting on this quantifiably?

Network Member Connections / Shout-outs

KEY:

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Create
Shout Out

Create

Will these always be entered *by* the person giving the shout out, or will they ever be entered *on behalf of* someone else? If so, we would need to be able to specify whom the shout out is from, and when it was originally given.

KEY QUESTIONS:

- What is the added value of
 - being in the AOK Network
 - what the network brings to the community outside of their direct work?

Note that there is no quantifiable way to report on the data from this form (other than lists of inputs). Is there interest in seeing shout outs by time/region/etc.?

Network & System Capacity Development

Is this form title meaningful for the end users?
What fields are required?

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Create

Quarter/Year
Q1 []

SIGAN
1.1.1 []

Date
[]

Primary Focus
Network Capacity >>

Focus Subset 1 - Network Capacity
Membership and Engagement []

Primary Organizing Entity
AOK Network []

Target Population
Children []

Number Participated
[]

AOK Contract Expectation
Multi-sector Network Rep []

Systems Impact
Access []

Status of Approach
Not Started []

Barriers to SIGAN Completion

<input type="checkbox"/> Change in project staffing	<input type="checkbox"/> Lack of knowledge or skill development
<input type="checkbox"/> Loss of community interest and involvement	<input type="checkbox"/> Turnover in network membership
<input type="checkbox"/> Lack of sector representation	<input type="checkbox"/> Lack of financial resources
<input type="checkbox"/> Lack of will to work collaboratively	
<input type="checkbox"/> Too large an area to cover	
<input type="checkbox"/> Other	

Is quarter/year required, or can we infer from entry date?

Will initiatives ever cover multiple SIGANs? If so, consider adding a "+" option. Also, show a summary of the selected SIGAN for ease of recall. Consider moving SIGAN down the form to focus on the initiative.

Provide calendar widget for easier date selection. Template date formatting (e.g. placeholder text for "MM/DD/YYYY").

Ideally, move this field in-line with Primary Focus initial drop down.

We need collect a specific agency name to be able to assess 'per site' vs. statewide. Will there be 'secondary entities'?

Will multiple populations be targeted? If so, consider adding a "+" option.

Number participated seems hard to answer if this form is to be used even before an Approach is started.

Please provide more information on how this is used in the field.

Assessment of Successful Completion
None []

Documentation Upload
Choose File No file chosen

Create

Should this be multiple choice (checkboxes), too?

INPUTS FROM AOK:

- Date
- Title

This is missing from the current implementation.

- Primary focus (5 focus areas to select from with sub dropdown under each)

Only two focus areas in current implementation + other... OK?

- Type of event/form of effort (Choose one: in service training, AOH conversation, event, product development, product distribution, other)

This is missing from the current implementation.

- How does it relate to their strategic plan? (Select Initiative 1, 2, 3?)
- Primary organizing group or entity (AOK driven, AOK + others, Other entity)

Current implementation is missing the idea of AOK + non-AOK together.

- Committee or sub-committees working or linked to an initiative.

Do we need organizing entity AND committee?

- Targeted populations
- Number that participated
- AOK contract expectation Y/N If yes, state which from drop down (6 choices)

Yes/No is missing. Please provide more information on how this is used in the field.

- Current status of initiatives (Status of initiatives at completion? – or by 4th quarter?)
- What are the process indicators used to chart progress and evaluation status?
- Accomplishments or progress

KEY QUESTIONS (per site and statewide):

- What is the work (outside of meetings) that is being conducted
- What is being concentrated on during this quarter (sorted by primary focus)

Will there be a copy of this form filled out for each 'concentration' during a quarter? How will updates to a project be made during the process (e.g. updating 'Status of Approach'?)

- What has happened over the course of the year locally and statewide sorted by purpose, type, participation level, evaluation of it's success
- Did the initiative attain the intended outcomes?
- What were the resources and outputs used to attain intended outcomes?

Current implementation is not tracking resources (other than groups). Should it be?

- How were the outcomes tracked and monitored?
- What is the best evidence of the outcomes? Are the results quantifiable?

Current implementation is not tracking specific outcomes (beyond categorization). Should it be?

Implementation Challenges

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The screenshot shows a form titled "Create SIGAN". It contains several sections, each with a header and a text input field:

- SIGAN**: A dropdown menu with "1.1.1" selected.
- Desired Outcome**: A text input field.
- Method**: A dropdown menu with "Surveys" selected.
- Data Sources**: A text input field.
- Analysis Process**: A text input field.
- Key Findings or Results**: A text input field.
- Implications for Continuous Quality Improvement**: A text input field.

At the bottom left is a "Create" button. Two lines with circles at the end point to the "Desired Outcome" field and the "Method" dropdown menu.

Will initiatives ever cover multiple SIGANs?
If so, consider adding a "+" option. Also, show a summary of the selected SIGAN for ease of recall.

All form fields should be larger

What does this form gather information on?
Are there any key questions that should be reported on quantitatively (as with the other forms)?