

GUIDE FOR

# Hosting and Conducting a Community Watch Party



**2022 - 2023 Community Health Assessment**

Community Shareback Watch Parties





# Table of Contents

<b>Introduction to the Community Health Assessment.....</b>	<b>5</b>
<b>Community Themes and Strengths Assessment Survey.....</b>	<b>6</b>
<b>Community Watch Party .....</b>	<b>7</b>
• <b>Objective of the Watch Party .....</b>	<b>7</b>
• <b>The Key Elements to Hosting a Successful Watch Party!.....</b>	<b>8</b>
• <b>What will this Require from You? .....</b>	<b>8</b>
<b>Meeting Format .....</b>	<b>9</b>
• <b>Note Taking.....</b>	<b>10</b>
<b>Meeting Process Agenda .....</b>	<b>12</b>
<b>Breakout Session Structure and Instructions .....</b>	<b>13</b>
<b>Meeting and Promotional Materials.....</b>	<b>15</b>
<b>Collection of Survey Response Questions .....</b>	<b>16</b>
<b>Next Steps .....</b>	<b>17</b>

# WELCOME and THANK YOU

Thank you for volunteering to host a Community Watch Party. This community event was developed to engage San Bernardino County residents in the viewing of the community health data collected from the 2022 Community Vital Signs Community Themes and Strength Assessment (CTSA) Survey. This guide has been developed to assist you to conduct a community Watch Party event within your organization and communities you serve.

We highly recommend reading through this entire guide to guide you as you plan and conduct your Watch Party and to help in addressing any questions or concerns your or the community may have regarding the survey. If you require additional information or would like any clarification, please reach out to either Dori Baeza and/or Tab Okonkwo from the Community Vital Signs Program at (909) 486-9537 or emails below.

We thank you for all your support in this community endeavor and wish you all the best.

*Sincerely,*

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This area describes the eight (8) sections within this Host Watch Party Guide (guide) and provides the Watch Party Host (host) a brief description and explanation of each section as to what they may expect for conducting their own Watch Party. The sections of this guide include:

- 1. Introduction to the Community Health Assessment**
- 2. Community Themes and Strengths Assessment (CTSA) Survey**
- 3. Community Watch Party**
- 4. Meeting Format**
- 5. Breakout Session Structure & Instructions**
- 6. Meeting and Marketing Materials**
- 7. Process for Collecting the Surveys Responses**
- 8. Next Steps**



# 1

## Introduction to the Community Health Assessment

Community Vital Signs (Vital Signs) is a community-wide initiative supporting the Wellness element under the Countywide Vision. The initiative is a community-driven effort in partnership with San Bernardino County (SBC) to establish a health improvement framework by using data to help set goals and priorities for action to improve the quality of life in the County.

Vital Signs leads a community health assessment process every five years to learn about the health status of County residents. The assessment includes comprehensive data collection and analysis important for identifying health disparities and inequities and understanding social issues that impact health such as employment, the environment and public safety, and for driving community-level discussion for aligning and leveraging resources for achieving wellness in our County.

# 2

## Community Themes and Strengths Assessment Survey

In December 2022, Vital Signs launched a communitywide health assessment using the community assessment tool called the Community Themes and Strengths Assessment (CTSA) survey. The CTSA was a community-led process and was conducted with the assistance of various Vital Signs partners and community stakeholders.

The purpose of the CTSA was to learn and understand the issues community residents experience that lead to health problems. The survey would provide insight on how the issues affect them, their families, and the communities they live in. Most importantly, findings from CTSA survey will inform us on the topics that are most important to county residents; what they believe is most important to their health and community; how their quality of life is perceived; and their experience with the effects of health inequities.

The CTSA survey responses were analyzed in February of 2023 and are now being shared with the community to drive discussion and mobilize community-driven effort for prioritizing key issues and solutions for addressing them. This in turn will inform and be the basis for the 2023 San Bernardino County Community Transformation Plan.

# 3

## Community Watch Party

### Watch Party Objective:

We would like to gather feedback from SBC residents to the responses from the CTSA Survey conducted between November 28, 2022, and January 18, 2023.

The objective of the Watch Party is to provide SBC residents and community members an opportunity to see the CTSA survey results, learn about the health data, and provide their input on their perception of the results, and learn about what other residents had to say. The Watch Party will provide a platform to engage in a discussion and share if what they see in the data is truly reflective of what is happening in their communities and what they are experiencing.

As previously mentioned, the CTSA survey results will inform us on what the community felt was most important to their health, how their quality of life is perceived, and their experience with the effects of health inequities. In addition, the “Everyday Discrimination” scale was included in the survey and is a genuine attempt to understand how lived experience with racism and discrimination impacts the health and well-being of our county residents.



## The Key Elements to Hosting a Successful Watch Party!

- Show the Pre-Recorded Data Presentation (data presentation) at your Watch Party
- Conduct group discussions/break-out session
- Have your own staff facilitate and scribe
- Have participants answer the survey questions at the end of the data presentation

## What will This Require From You?

- ✓ Use of your own location/site
- ✓ Use of your own staff as facilitators and scribes for the breakout sessions and discussions
- ✓ Conduct promotional outreach to your community members/clients and special groups
- ✓ Attend Host Orientation –for your staff facilitators/scribes (Optional)
- ✓ Ensure community input is gathered via the scribe's notes
- ✓ Ensure the electronic or hard-copy survey is completed by participation and collected
- ✓ Maintain fidelity and integrity of the process



# 4

## Meeting Format

### Meeting Format is Comprised of:

- Welcome and Opening remarks
- Pre -Recorded Data Presentation
- Breakout Session(s)
- Documentation of Responses
- Completion of a Post-Survey

It is recommended that a minimum of two people assist for conducting the Watch Party meeting and for facilitating the breakout sessions.

#### Person #1- Facilitator

Would act as the lead and would:

- ✓ Conduct the welcome, introductions, and share purpose of the Watch Party
- ✓ Present the data recording
- ✓ Coordinate the participants into discussion groups or breakouts
- ✓ Facilitate the discussion groups/breakout
- ✓ Provide instructions for completing the Post-Survey

#### Person #2- Scribe

Would act as the note-taker/ scribe and would:

- ✓ Scribe participants responses related to the facilitated questions
- ✓ Compile any or all materials
- ✓ Begin and end any audio recording

## Note Taking

We recommend both audio recording and note-taking to capture the group's responses to the facilitated questions (see questions listed on page 13).

Capturing what was said and considered by the group is the best way to assure our residents that their voices matter, and that they are being listened to.

Some guidelines to consider on determining whether to take notes in written form.

### **Does the comment:**

- ✓ Take a position, directly related to the questions asked
- ✓ Highlight a specific suggestion made by a group member
- ✓ Repeat several times, and/or with obvious emotion
- ✓ Acknowledge the speaker directly requests that a point get written down, "for the record"
- ✓ Introduce a new idea, or gives new information, not previously stated
- ✓ Imply a consensus made by the group



## Quick Tip

**California is an "all-parties consent" State. Please have group members sign a recording waiver at the start of the breakout session.**

## Note Taking (CONTD.)

### When to use an Audio Recorder:

- ✓ When no skilled recorder is available
- ✓ When the discussion goes faster than a person can scribe
- ✓ When it is important to capture the exact language used by the participants



### Ways in which to audio record:

- Digital Recorder
- Zoom
- Smart Phone Voice Recorder

**Please reach out to the Vital Signs team to arrange the transfer of the digital recording.**



# Meeting Process Agenda Snapshot

Meeting should take no longer than 90 minutes.

Approximate Time	Activity	Details	Person	Supplies
5 - 10 Minutes	Welcome and Opening Remarks	Provide overview of the meeting purpose and format	Meeting Hosts/ Lead	Consent Form
30 Minutes	<b>View Presentation</b>	View recorded Data Presentation	Meeting Hosts/ Lead	Recording Obtained from Vital Signs  <a href="#">Website</a>  <a href="#">Google Drive</a>
30 - 40 Minutes	Conduct Breakout/ Discussion Session	<ul style="list-style-type: none"> <li>• Set-up groups as desired to allow for effective discussion</li> <li>• Allow time for groups responses to the facilitation questions</li> <li>• (Scribe) Notate the groups' responses to the questions using the Scribe Form</li> <li>• Complete Post-Survey. Ensure it is answered either electronically or by paper</li> </ul>	Facilitator(s)  Scribe(s) Meeting Hosts/ Facilitators	<ul style="list-style-type: none"> <li>• Audio/ Visual set-up</li> <li>• Chairs and/ or tables</li> <li>• Discussion Questions-Form</li> <li>• Scribe Form</li> <li>• Post-Survey Handout</li> </ul>
<b>Meeting Concludes</b>				

# 5

## Breakout Session Structure and Instructions

### Breakout Session(s) - Facilitative Discussion

After you have played the Data Presentation video you will have your meeting breakout into group(s)

At this point, as a facilitator, you will direct your group to answer five questions to help them think about the data they have just viewed.

Allow time between each question for the group to give considered responses.

#### Ask your group the following questions:

1. Did anything in the data surprise you?
2. What do you think is at the root of the health issues you see in the data?
3. What health issues in your community do you think we (all of us) can change for the better?
4. What are the challenges with improving some of these health issues/concerns?
5. What are the opportunities to improving some of these health issues/concerns?



#### Quick Tip

**This is where a scribe will notate the responses from the group using the template**

## At The End of the Discussion

Now that you have shared what the data says about the health of the community, have your group complete the **Post-Survey**, which will include the three questions below:

- ✓ Top three health problems
- ✓ Top three risky or harmful behaviors
- ✓ Three most important factors for a health community



### Quick Tip

**We encourage group members to complete the survey at the meeting. However, they can take a flyer and complete the survey at home**

## Steps to completing the Post-Survey



### Step One

Open the CAMERA on your phone or internet connected tablet.

### Step Two

Hold the camera up to the screen like you want to take a picture of the QR code.

### Step Three

Now click the link on the screen to (Open in Chrome/ Safari etc.) to take you to the survey questions.

# 6

## Meeting and Promotional Materials

**All meeting and promotional materials are available through the following link and include:**

[Meeting Materials Link](#)

1. Host Guide
2. Data PowerPoint Presentation
3. Data Presentation Link
4. Facilitation Questions
5. Scribe Form
6. Audio/ Photo Consent Form
7. Meeting Flyer Template
8. Post-Survey Handout



### Quick Tip

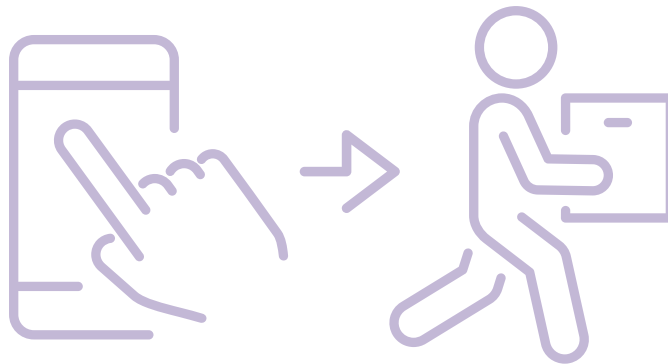
**Ensure you have adequate copies of printed materials before your meeting.**

**Also have the Survey Questions QR Code or link displayed for the group.**

# 7

## Collection of Survey Response Questions

**If you anticipate a large number of scribe notes, please contact the Vital Signs Teams to arrange for pickup.**



**Also, please reach out to the Vital Signs team to arrange the transfer of any digital recordings.**



# 8

## Next Steps

The results of the survey and discussions notes will be analyzed to examine the health issues that should be prioritized, and to identify strategies that will be most effective in addressing them.

The community's feedback will be used as part of the process to update of the San Bernardino County's Community Health (CHA) Assessment and inform the Community Transformation Plan (CTP) respectively.

Both the CHA, and the CTP will be available to the public once complete.

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