**Indiana Primary Health Care Association Dental Health Forum:**

***Integrating Oral Health with Primary Care in Indiana’s Health Centers***

**Breakout Group Facilitation Guide**

**Facilitation Time: 10:40am- 11:40am**

**Overview of Session Objectives:**

The goal for each breakout group will be to have stakeholders identify challenges around oral health integration in health centers and prioritize key areas health centers/Indiana should begin to address.

The 60 minutes allotted for each breakout group will be divided into 5 parts:

**Part 1 (5 minutes; until 10:45am)**: Introduction and Review of Objectives

**Part 2 (45 minutes; until 11:15am)**: Victory and Current Reality

**Part 3 (8 minutes; until 11:30am)**: Developing Priorities

**Part 4 (2 minutes; until 11:40am)**: Voting and Prioritization

**Preparation:** Before the start of each breakout session, facilitators will ensure that one flip chart is hung in each breakout room, hung with the titles “Victory,” “Strengths,” “Weaknesses,” “Opportunities,” “Threats.” Each participant will have Post-it notes and stickers in their folders. Facilitators will place black sharpies at the table.

**Part 1: Introduction and Review of Core Area and Objectives for the Group**

**[Session Time: 5 minutes]**

**Facilitator Note:** Note that the goal of the entire meeting is to engage key thought leaders and stakeholders in developing a plan for integration of oral health in their health centers.

**Overview of Exercise and Objectives**

Set some parameters:

*“The ultimate goal of this meeting is to have you all come up with action steps required to support integration of oral health in your health centers. In order to do this, we will use the remainder of this meeting to have you all identify what challenges currently exist and strategic priorities to achieve the victory.*

*I would like you to consider the information presented this morning on models for integration of oral health. We will take time now to identify challenges specific to your organization. We will first do a “victory circle” where we identify what success looks like. Then, we will do a SWOT analysis, where we will list strengths, weaknesses, opportunities, and threats related to achieving that victory. We will then summarize and combine our ideas to help us reach consensus on the action steps that will help us to achieve the victory.*

*As a facilitator, my job today is to keep you on time and to keep you moving through this process and help you reach consensus. At the end of the day, what we accomplish here depends on your input and participation. Also, know that nothing we come up with today is completely finalized. This is an iterative process and today is just the starting point!*

*This process should become clear as we move through it and I ask that you trust it. Are there any questions before we get started?”*

*Great! Instead of going around the room for introductions, please introduce yourself before you make your first comment. Name, title, and organization/affiliation.”*

**Part 2: Victory and Current Reality**

**[Session Time: 30 minutes]**

**Introduce Session [1-2 minutes]**

“*Over the next 30 minutes or so, we will go through a SWOT analysis exercise. Some of you may be familiar with this process. A SWOT analysis provides a roadmap for thinking through the Strengths, Weaknesses or Limitations, Opportunities, and Threats involved in a project or plan. This will help identify things that will need to be addressed in order to achieve victory.*”

*“Before we begin the SWOT analysis, however, we want to think about what ‘victory’ will look like in the next year and beyond. In other words, what outcomes will indicate that you have achieved victory? How will you know if you’ve succeeded in achieving the victory? What does victory look like? Or* ***what does oral health integration look like in your health center?”***

**Complete Victory Circle [3-5 minutes]**

**SWOT Analysis [15-20 minutes]**

[5 minutes]

 *“Great, now that we’ve identified what victory will look like, let’s walk through the SWOT analysis exercise.”*

[5 minutes]

Create list of strengths.

*“First, let’s identify existing* ***strengths****.* ***What do you already have going for you that will help you move towards this victory circle you identified?****”*

Tear off list of strengths and stick to wall.

[5 minutes]

Create list of weaknesses.

*“Great. Now let’s explore some* ***weaknesses****.* ***What are you lacking that you think you’ll need to achieve that integration?****”*

Tear off list of weaknesses and stick to wall.

[5 minutes]

Create list of opportunities.

*“Great. Now let’s explore existing* ***opportunities****.* ***What opportunities exist that you haven’t taken advantage of that you could take advantage of?****”*

Tear off list of opportunities and stick to wall.

[5 minutes]

Create list of threats.

*“Great. Now let’s explore existing* ***threats****.* ***What threats do you foresee that could derail efforts to achieve the victory?****”*

 Tear off list of threats and stick to the wall.

“*Great! So that completes the SWOT analysis exercise.*”

**Part 3: Developing Priorities**

**[15 minutes—start at 11:15]**

**Introduce Session**

[1 minute]

*“Now that we’ve completed a SWOT analysis, we’re going to use the remaining time to develop a plan to achieve integration of oral health at your health centers. We’re going to compile a list of action steps that will be necessary to achieve the victory.”*

**Brainstorm & Writing Ideas**

[5 minutes]

*“For the next few minutes, I would like each of you to write down three things you can think of that must happen in the next 12 months that are critical to reaching the victory we identified earlier.”* Reread some of the information inside the victory circle.

*“In the folder that was given to you at registration, you should find post-it notes. Please write what you consider to be the top three priority action steps to achieving the victory. The only rules are to make sure 1. Each separate idea gets a new post-it note and 2. Each idea is only 3-5 words in length. Take a few moments to yourself and write these three ideas down. When you are done, please bring your ideas to the front and stick them somewhere on this paper up front.”*

After all participants have all their ideas up on the board, begin to read aloud the Post it notes, clarifying any vague statements. After reading all aloud, ask participants “*Are there any questions about the tiles on the board?”* Then *“Are any of these ideas similar enough to be considered the same action step?”*

**Part 4: Voting and Prioritization**

**[5-10 minutes]**

*“We have completed the SWOT exercise and have identified our high priority action steps in order to achieve the victory. Before concluding the breakout sessions, we are going to take just a couple minutes, to prioritize the areas we believe should be focused on. Also in your registration folder, you should find three dots. Each of you should come up to the wall and place a dot next to the action step that you think should be tackled FIRST in order to achieve victory. If you feel strongly about a particular recommendation, feel free to put all three of your dots on one card, or divide them up two and one. Or you can spread them out and choose three separate ideas. Any questions? Okay, when you’re ready, come on up. When you’ve placed your dots, you can return to your seats in the main session.”*

At the end of the session, take a picture of the recommendations as well as the VSWOT.