

# PROJECT OVERVIEW: STATE COALITIONS & ROUNDTABLES

## PLANNING FROM THE 2018 NATIONAL CONFERENCE



|  |   |
|--|---|
| <b>TASK GROUP GOAL:</b>                          | <b>Build the capacity of state coalitions by providing guidance, technical assistance, interactive resources, and networking opportunities</b>  |
| <b>CHAIR:</b>                                    | Bethany Kintigh, Association of Immunization Managers   |
| <b>PROPOSED PROJECT TITLE</b>                    | <b>Growing communication and collaboration for state and regional HPV coalitions, roundtables, and workgroups</b>   |
| <b>PROJECT DESCRIPTION:</b>                      | <p>In 2018, members of the State Coalitions &amp; Roundtables Task Group will undertake a 3-pronged initiative to provide technical support, guidance and networking opportunities to regional, state and municipal HPV coalition leaders by:</p> <ol style="list-style-type: none"> <li>1. Growing and promoting use of the <a href="#">Online Guide for State Coalitions</a>, which was released in Jan. 2018</li> <li>2. Hosting (quarterly?) thematic webinar collaboratives</li> <li>3. Engaging key federal and regional stakeholders and facilitating their connection to local HPV coalition initiatives</li> </ol> |
| <b>KEY PROBLEMS ADDRESSED:</b>                   | <ul style="list-style-type: none"> <li>• Need to get existing tools &amp; resources into the hands of coalition leaders</li> <li>• Need to provide networking and best practice sharing among states</li> <li>• Need to create national, regional and state momentum to advance HPV vaccination, especially in areas where there are geographic and gender disparities</li> </ul>   |
| <b>EXPECTED IMPACT UNIQUE TO HPV ROUNDTABLE:</b> | <ul style="list-style-type: none"> <li>• By February 2019, we expect to engage at least 1/3 of US states in activities led by the HPV Roundtable</li> <li>• By June of 2019, we expect at least 12 state HPV coalitions to report increased communication and collaboration with other state coalitions</li> <li>• By September of 2019, we expect at least 20 states to report a greater sense of momentum in their state/regional/municipal HPV coalition activities by engaging in activities supported by the HPV Roundtable.</li> </ul>  |

|  |  |
|--|--|
| <b>TARGET AUDIENCES:</b>                           | <ul style="list-style-type: none"> <li>• State HPV coalitions, roundtables, workgroups</li> <li>• State comprehensive cancer partners &amp; their HPV teams</li> <li>• Regional HPV coalitions</li> <li>• Municipal HPV groups</li> <li>• State immunization managers</li> <li>• State and local health departments</li> <li>• Regional Health and Human Services (HHS) administrators</li> <li>• Provider association state chapters (ex: AAP, AAFP, AANP, AAPA, etc.)</li> </ul> |
| <b>DOES THE PROPOSAL MEET THE HPV RT CRITERIA?</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Responsive to HPV RT priority areas</li> <li><input type="checkbox"/> Collaborative</li> <li><input type="checkbox"/> Impactful</li> <li><input type="checkbox"/> Feasible</li> <li><input type="checkbox"/> Novel</li> <li><input type="checkbox"/> Sustainable</li> <li><input type="checkbox"/> Member Supported</li> </ul>   |
| <b>OUTPUTS EVALUATION—draft ideas only:</b>        | <ul style="list-style-type: none"> <li>• # of views of Online Guide for State Coalitions</li> <li>• # of opens of promo email of guide</li> <li>• # of states completing needs/interest survey</li> <li>• # of attendees to quarterly webinars</li> <li>• # of HHS regions engaging with state HPV coalitions</li> </ul>   |
| <b>OUTCOMES EVALUATION—draft ideas only:</b>       | <ul style="list-style-type: none"> <li>• #/% of state coalitions reporting use of the Online Guide for State Coalitions</li> <li>• #/% of states reporting active participation on HPV Roundtable webinars/events</li> <li>• #/% of states reporting enhanced communication and/or collaboration with other states in their region</li> <li>• #/% of states reporting enhanced communication and/or connection to the National HPV Roundtable</li> </ul>                           |

| OBJECTIVE 1: Identify existing resources and develop new resources for the Online Coalitions Guide and promote to state/regional/municipal coalitions |  |   |              |         |                |
|---|--|---|--------------|---------|----------------|
| Activity  | Tasks  | NOTES/ Questions  | Target Dates | Lead(s) | Completed Date |
| 1a. Take inventory of existing tools  | ID new versus old resources  |   |              |         |                |
|   | ID gaps through enviro scan  | <ul style="list-style-type: none"> <li>• <i>what do other RTs promote?</i></li> <li>• <i>what do new coalitions need, versus mid/long existing coalitions?</i></li> <li>• <i>what are best practices on starting coalitions? (these tools are already posted on site)</i></li> <li>• <i>Who are their target audiences? (we know this from Iowa meeting)</i></li> </ul> |              |         |                |
|   | Group and prioritize based on needs  | <ul style="list-style-type: none"> <li>• reevaluate what is already there; remove ineffective tools</li> <li>• what do State Coalitions need/want/already have (**SEE IOWA MEETING REPORT)</li> </ul>   |              |         |                |
| 1b. Build out resources identified by stakeholders and subgroups in fall of 2017  | Convene each of the small groups individually/via email to develop new resources | See subgroup worksheets: <ul style="list-style-type: none"> <li>• Coalition Engagement &amp; Management (Sarah Shafir)</li> <li>• Data (Matt)</li> <li>• Education (Trisha)</li> </ul>  |              |         |                |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
|   |   | <ul style="list-style-type: none"> <li>• EBIs (Achal)</li> <li>• Policy (Citseko)</li> <li>• Resources for Targeted Audiences (Kimberly)</li> <li>• Stakeholders (Allison)</li> <li>• Outcomes/Evaluation</li> </ul> |  |  |  |
| 1c. Promote Online Guide broadly to coalitions and collect their feedback | Package tools for easy implementation   | <ul style="list-style-type: none"> <li>• <i>Do we need to develop a one pager promo sheet? Social media?</i></li> </ul>  |  |  |  |
|   | Develop promotional campaign/tactics <ul style="list-style-type: none"> <li>• Send emails to all known state coalition leaders</li> <li>• Send emails to state immunization managers</li> <li>• Develop monthly themes</li> </ul> | <ul style="list-style-type: none"> <li>• <i>When do we want to start proactive outreach?</i></li> </ul>  |  |  |  |
|   | Showcase best practices of current coalitions   | <ul style="list-style-type: none"> <li>• <i>Need to make contact—how? When? Who?</i></li> <li>• <i>How do we want to showcase? BLOG?</i></li> </ul>  |  |  |  |
|   | Foster peer to peer sharing (see Objective #2)  |  |  |  |  |
|   | Solicit feedback on quality of  | <ul style="list-style-type: none"> <li>• <i>Need to build out user survey and find mechanism on</i></li> </ul>   |  |  |  |

|  |   |   |                     |                |                       |
|--|---|---|---------------------|----------------|-----------------------|
|  | resources/build evaluation component                  | <i>webpage for popup survey to collect responses</i>  |                     |                |                       |
| <b>OBJECTIVE #2: Showcase state successes and provide technical assistance and evaluation guidance through online forums</b>           |   |   |                     |                |                       |
| <b>What does success look like?</b> Good governance; scheduled coaching sessions; active participation; honest and open communications |   |   |                     |                |                       |
| <b>Activity</b>  | <b>Tasks</b>  | <b>NOTES/ Questions</b>   | <b>Target Dates</b> | <b>Lead(s)</b> | <b>Completed Date</b> |
| 2a. Identify a framework/platform for showcasing coalition successes   | ID meeting organizer                                  | <ul style="list-style-type: none"> <li>• <i>What is the delivery mechanism? Quarterly calls?</i></li> <li>• <i>What is the platform for collaboration? Webex, Goto meeting, Facebook, etc.?</i></li> <li>• <i>Could we offer any in-person opps?</i></li> </ul> |                     |                |                       |
|  | ID task group participants                            |   |                     |                |                       |
|  | Develop list of topics/themes                         | <i>Possible themes to consider: large/high impact states, rural states, disparities, little p policy, etc.</i>  |                     |                |                       |
|  | Schedule showcase calls through summer 2019           |   |                     |                |                       |
| 2b. Identify state coalitions/leaders to showcase  | Ask members for recommendations                       |   |                     |                |                       |
|  | Reach out/pursue leads                                |   |                     |                |                       |
| 2c. Gage needs/interests of stakeholders   | Develop survey for state coalition members, inclusive | Things to find out: <ul style="list-style-type: none"> <li>• TA needs</li> </ul>  |                     |                |                       |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
|   | of all projects questions   | <ul style="list-style-type: none"> <li>• Level of development (new, established, developing)</li> <li>• Interest in pairing in mentor relationship with another state(s)</li> <li>• # of members</li> <li>• Priority topics</li> <li>• Areas of expertise</li> <li>• Networking needs</li> </ul> |  |  |  |
|   | Send out survey   | What are the best contact list(s)?   |  |  |  |
|   | Evaluate results  |  |  |  |  |
|   | Finalize topics/schedule <ul style="list-style-type: none"> <li>• Identify experts/SMEs to present</li> <li>• Build event schedule</li> <li>• Design mini evals by topic</li> </ul> |  |  |  |  |
| 2d. Develop a coaching/mentoring roster | Pair states interested in partnering  | <ul style="list-style-type: none"> <li>• Match new/developing to established groups</li> <li>• Will we match group to group or leaders to leaders? Or both?</li> </ul>   |  |  |  |
|   | Inform participants of matches  | •  |  |  |  |
|   | Monitor communications between matches  | <i>What is best method for this?</i>   |  |  |  |

|  |   |   |  |  |  |
|--|---|---|--|--|--|
| 2e. Host national calls/webinars for state/regional/municipal coalitions | Send out invitations to contacts; require registration    | <ul style="list-style-type: none"> <li>• May be quarterly?</li> <li>• Should we record mini sessions of 20-30 mins?</li> </ul>  |  |  |  |
|  | Host calls/sessions                                       |   |  |  |  |
|  | Send mini-evaluation survey                               |   |  |  |  |
| 2f. Identify and disseminate common elements of coalition success        | Collect insights from calls/sessions                      | <ul style="list-style-type: none"> <li>• <i>What are the characteristics of successful HPV vaccination coalitions based on input from call attendees? Are there common elements?</i></li> </ul> |  |  |  |
|  | Send states a survey to ask about their successes         | <ul style="list-style-type: none"> <li>• <i>Should this be built into the mini-session eval or be separate?</i></li> </ul>  |  |  |  |
|  | Develop a resource tool that outlines elements of success |   |  |  |  |
|  | Share tool with stakeholders                              |   |  |  |  |

| OBJECTIVE #3:   | Partner with key system and coalition leaders to advance state-level initiatives   |  |              |         |                |
|---|--|--|--------------|---------|----------------|
| <b>What does success look like?</b>                                     | <ul style="list-style-type: none"> <li>• Develop social capital between regional partners/coalitions</li> <li>• Engage key funded stakeholders (NCICC, Gmap)</li> <li>• Plays off what worked from the Iowa meeting model—outcomes for systems</li> <li>• Coalitions know who to partner with</li> <li>• Activated federal administrators who have regional authority and influence</li> </ul> |  |              |         |                |
| Activity  | Tasks  | NOTES/ Questions   | Target Dates | Lead(s) | Completed Date |
| 3a. Identify the key regional players to leverage                       | Make contacts with: <ul style="list-style-type: none"> <li>• <a href="#">HHS regions</a></li> <li>• GMAP centers</li> <li>• NCI Cancer Centers</li> <li>• AAP</li> <li>• ASTHO</li> <li>• ACS</li> <li>• Cultural groups</li> </ul>  |  |              |         |                |
| 3b. Connect with state coalition leaders on collaboration opportunities | Send survey via email and inform them of the National HPV Vaccination Roundtable & our initiatives   | <ul style="list-style-type: none"> <li>• <i>What are their needs that could be addressed by regional partners?</i></li> <li>• <i>What are their priorities?</i></li> <li>• <i>How can regional partnership advance their coalition's goals?</i></li> </ul> |              |         |                |
|   | Follow up with phone calls to key stakeholders   |  |              |         |                |
| 3c. Build upon Intermountain HPV Coalitions regional                    | Partner with IHC to document their lessons learned and   |  |              |         |                |



|   |  |  |  |  |  |
|---|--|--|--|--|--|
| model to extract promising practices  | adapt into new tool to add to Online Guide   |  |  |  |  |
|   | Disseminate findings to state coalitions   |  |  |  |  |
| 3d. Partner with HHS regions and key state-level stakeholders to coordinate regional sharing/networking opportunities | Dialog about possible regional conversations/forums that promote leadership exchange and peer-to-peer learning | <ul style="list-style-type: none"> <li>When possible, have local national task group members attend state/regional events</li> </ul>   |  |  |  |
|   | Assist with coordination of regional events whenever possible  |  |  |  |  |
| 3e. Time/resource permitting, partner to host a regional forum of HPV coalitions                                      | Explore opportunities for the HPV RT to attend/support regional gatherings                                     | <ul style="list-style-type: none"> <li>Consider partnering with HHS, ACS, NCICC, CCNP HPV teams</li> <li>Very limited financial resources to offer</li> <li>Rich human resources to offer</li> </ul> |  |  |  |
|   | Assist with coordinating/hosting event   |  |  |  |  |