

Review Instructions:

- For our 10/17 meeting, we will focus on building out Goal 1, Strategy 2 – please focus your review on this – we will have additional time to build out other Y1 strategies and ongoing strategies.
- Please share any ideas for potential activities related to any of the strategies to bostonhpc@bphc.org by 11/15. Our next step is to work on finalizing activities associated with each strategy.

GOAL/STRATEGY	SMART Target(s)	Lead	Notes/Potential Activities
<p>Goal 1: Coalition Management & Development Strengthen coalition effectiveness by investing in coalition infrastructure and program management, and by continuing to support and expand coalition membership.</p>			
<p>Strategy 1: Assess and improve engagement strategies for current membership and new members and develop and implement new methods to strengthen partnerships.</p>	<p>By May 2020: 1. Develop and collect ongoing feedback using at least 2 methods: * field 1 annual engagement survey w/at least 50% response rate * provide meeting feedback surveys to collect ongoing feedback * develop MIC advisory eval to collect ongoing feedback?? 2. Develop an engagement plan that: *identifies 2 engagement challenges for each core discipline *outlines 2 strategies to increase engagement (Note: In Y1, focus on LTC; Y2: HH Y3: etc.)</p>	<p>1. Sponsoring Org BU Strategy Team 2. BU Strategy Team</p>	<p>Ideas for annual engagement survey: *what would you like to learn from partners *what parts of the healthcare system are you most interested in learning about (e.g. EID) *in what ways can the coalition support increase your staff’s EP knowledge *would you find value in an "annual" neighborhood meeting that replaces one general membership mtg. *why do you engage with the coalition *what drills and exercises are you planning for the upcoming year? What are you testing?</p>
<p>Strategy 2: Strengthen interconnectivity between disciplines to increase planning, response and recovery operations across the coalition.</p>	<p>By May 2020: 1. T&E group will identify at least 2 cross-discipline exercise opportunities *build into MYTEP and leverage existing opportunities By December 2020: 2. Pilot 2-3 neighborhood sessions to increase inter-disciplinary partnerships and engage agencies not currently connected with the HPC (including human service providers such as PACE programs, shelter programs, adult day care) *Outcomes: engage/recruit new members; increase neighborhood connections (e.g. update EOPs w/neighborhood contacts, engage neighbors for community-based drills/exercises, meet new partners)</p>	<p>1. T&E WG 2. Sponsoring Org</p>	<p>build out process for cross-discipline sharing post-incidents? Consider neighborhoods w/ high concentrations of HC partners not connected (potential: Allston/Brighton; Chinatown/South End; South Dorchester; Charlestown/North End/Beacon)</p>
<p>Strategy 3: Enhance coalition infrastructure to better serve coalition members’ needs, as well as increase the coalition’s functionality.</p>	<p>By May 2020: 1. Develop process to manage, maintain and use membership contact information collection 2. Develop and rollout a new Coalition Online Collaboration platform</p>	<p>1. Sponsoring Org 2. Sponsoring Org</p>	<p>What contact management tools do we have available – can a new portal support this member management function; ability to leverage Everbridge for this?</p>

GOAL/STRATEGY	SMART Target(s)	Lead	Notes/Potential Activities
	3. Develop an orientation packet and process for new coalition members *this is a MYTEP item	3. T&E WG	
Strategy 4: Integrate an evaluation process to assess coalition's advancement of strategic plan's goals and objectives.	By December 2019: 1. Develop a set of measures to assess progress towards strategic goals *create a dashboard view *envision this as a way to engage with audiences of interest	1. BU Strategy Team	Included in BU SoW *idea for overall indicator – # of activities tying directly to feedback received *other examples: here and here.
Strategy 5: Seek new and diversified funding opportunities and assess how to use current funding to support coalition strategic goals and strategies.	By January 2021 (Y2 strategy): 1. Conduct an initial assessment of available funding and business development opportunities.	1. Intern?	*create a "business development" workgroup – <i>seek out coalition members w/ this expertise.</i> *see if there are best practices from other coalitions nation-wide (can we offer services/consulting as a coalition for a fee?)

Goal 2: ESF-8 and Health and Social Services Emergency Management			
Continue to support regional ESFF-8 and Recovery Support Function: Health and Social Services capabilities and identify and address gaps at all phases of the emergency management cycle.			
Strategy 1: Continually assess the coalition's current preparedness and response actions to determine best practices and areas for improvement.	Annual: 1. Host at least 2 facilitated discussions during General Membership mtgs to: *discuss incident impacts, response and recovery actions *brainstorm ways to improve system prep, response and recovery capacity (Note - 1st was Aug discussion on July 2019 Extreme Heat Events) By May 2020: 2. Develop "rolling improvement" tool and process to be managed by T&E working group	1. Sponsoring Org/EC 2. T&E WG	*dedicate time at meetings to discuss lessons learned from incidents *disseminate a coalition brief identifying what worked well and areas from improvement *create a template/process for members to summarize lessons learned from an incident
Strategy 2: Improve Boston HPC response operations through the MIC to better support the coalition and membership.	By September 2020 (Y2 strategy): 1. Create a list of MIC capabilities that can be used to orient HPC members 2. Develop a member feedback mechanism to inform improvements to MIC operations and tools (e.g. survey link at bottom of all MIC Sit Briefs) By January 2021: 3. Develop a coalition plan to respond and recover from a major/city-wide communications failure * design an exercise to test this plan? (<i>this will build upon HVA gap project</i>)	1. Need to assign 2. Need to assign 3. Need to assign	
Strategy 3: Determine the coalition's capacity to support public health and healthcare system recovery and develop strategy and guidance for the coalition's recovery function role during all phases of the emergency management cycle.	By May 2020: 1. Define the activities that are within the coalition's scope for recovery operations	1. Need to assign	*Y1 - training (shared understanding of recovery), define the coalition's role in recovery); see ASPR TRACIE tool here *Y2 - Assessment of capacity against scope *Y3 - planning and training?

GOAL/STRATEGY	SMART Target(s)	Lead	Notes/Potential Activities
	2. Provide at least one training opportunity for members to learn about recovery plans *there is a MYTEP item that aligns with this	2. T&E WG	
Strategy 4: Utilize the coalition working group model to address specific topics within the preparedness, response and recovery phases.	Annual: 1. Develop year-long scope of work and outcomes for each HPC working group *this should be done during the first meeting *for T&E, this is done at the start of each fiscal year; ~September 2. Convene at least 2 working groups yearly to drive forward priority projects	1. Each WG 2. EC	* current groups: T&E and HVA * standard that there is always at least 2 WGs to drive forward HPC work (T&E and 1 other)

Goal 3: Brand and Presence			
Elevate the presence of the Boston HPC and the field of healthcare system preparedness as a whole.			
Strategy 1: Increase awareness of our coalition and our subject matter expertise at the state, regional, and national level.	By June 2021 (Y2 strategy): 1. Offer at least 2 opportunities to coalition members to present work at national and state conferences (with at least 2 months lead time for submission due dates) 2. Create branding guidelines for coalition presentations to ensure consistency across materials 3. Partner with at least two HPC member organizations to develop at least one draft publication highlighting HPC work (e.g. start with HVA process)	1. Need to assign	
Strategy 2: Seek new partners outside of the traditional ESF-8 community.	By June 2022 (Y3 strategy): Need additional input here.	1. Need to assign	*engage human service organizations *engage hospital safety and security *include marketing staff at the EC table, or creation of a sub-group (like T&E) of marketing & business development *Engage non-EP staff into HPC, WGs and EC
Strategy 3: Develop and implement Boston HPC marketing and promotional strategy to increase broader awareness of coalition across the region and amongst different sectors.	By May 2020: 1. Define outcomes and audience(s) of marketing and promotional strategy 2. Develop tactics to achieve defined outcomes	1. Need to assign 2. Need to assign	Who has expertise with this?

Yearly Priorities – these are the priorities we decided on – developing proposed SMART Targets was prioritized for Y1 and ongoing strategies.

Ongoing	Year 1	Year 2	Year 3
G1, S1	<i>Y1: build eval syst.</i>		
G1, S2			
	G1, S3----->		
	G1, S4-->		
		G1, S5----->	
G2, S1	<i>Y1: build imp. tool</i>		
		G2, S2	
	G2, S3----->		
G2, S4			
		G3, S1	
			G3, S2
	G3, S3----->		