

NHCP Partner Engagement Tracking and Follow-up Guidelines



The Northern Healthy Communities Partnership (NHCP) tracks the engagement of its partners in the work of the Action Teams and Core Group to provide timely and accurate information to guide the NHCP Coordinators, Co-chairs and Core Group members in an effort to maintain and improve the engagement of members of NHCP teams. Engagement tracking and follow-up are positive and supportive processes employed to strengthen each of NHCP's teams and the partnership overall.

The Northern Healthy Communities Partnership aims to have representation from northern organizations and sectors with members who are actively engaged in the NHCP Core Group and Action Teams. High levels of engagement from a variety of partners will give the NHCP the capacity to plan, implement and evaluate population health promotion strategies and projects in a collaborative and effective manner to improve the health and well-being of individuals, families and communities in northern Saskatchewan.

NHCP Partner Engagement Tracking Process

1. Action Team Chairs will provide to the NHCP Coordinators a monthly summary of the engagement level of the members of their Action Team using the Engagement Tracker sheet and based on the levels of engagement defined in Appendix A. Action Team Chairs are encouraged to note key information affecting partner engagement and follow-up needs on the Engagement Tracker sheet.
2. NHCP Coordinators will review monthly Action Team Engagement Trackers and summarize data for all of the NHCP Action Teams.
3. Aggregate, de-identified partner engagement data will be reported to the Core Group at quarterly meetings along with generalized updates about efforts to maintain and improve partner engagement. Partner-specific engagement data may only be shared with NHCP Coordinators, Co-Chairs, and the partner's Core Group representative.

NHCP Partner Engagement Follow-Up Process (Appendix B)

1. NHCP Coordinators will review partner engagement data to identify any gaps or areas of concern.
2. NHCP Coordinator will contact the NHCP Action Team Chair to discuss the concern, seeking greater clarity and context relating to the concern and determining next actions by consensus.
3. Where the NHCP Coordinator and Action Team Chair agree, the NHCP Coordinator will contact the Action Team member to discuss engagement and offer support to Action Team member to improve engagement.

NHCP Partner Engagement Tracking and Follow-up Guidelines



- a. Where a plan is developed to support the Action Team member's engagement, the actions in the plan will be implemented and engagement tracked according to the standard process.
 - b. Where a plan is or cannot be developed by the NHCP Coordinator and Action Team member to support the team member's engagement, the NHCP Coordinator will discuss the concern with the NHCP Co-Chairs.
4. Where the NHCP Coordinator and Action Team Chair agree, the NHCP Coordinator will discuss the concern with the NHCP Co-chairs and determine by consensus the best actions for supporting Action Team member engagement.
 - a. Where the concern appears to be relatively simple or novel the NHCP Coordinator will discuss the concern with the partner organization's Core Group representative, seeking ways of supporting engagement with NHCP teams.
 - b. Where the concern appears to be part of a pattern or more complex situation, the NHCP Co-chair will discuss the concern with the partner organization's Core Group representative, seeking ways of supporting engagement with NHCP teams.
5. Changes in the level of engagement of a team member subsequent to this process will be monitored by the Action Team Chairs and NHCP Coordinators using the NHCP Partner Engagement Tracking Process. Additional follow-up may occur as needed using the process outlined above.

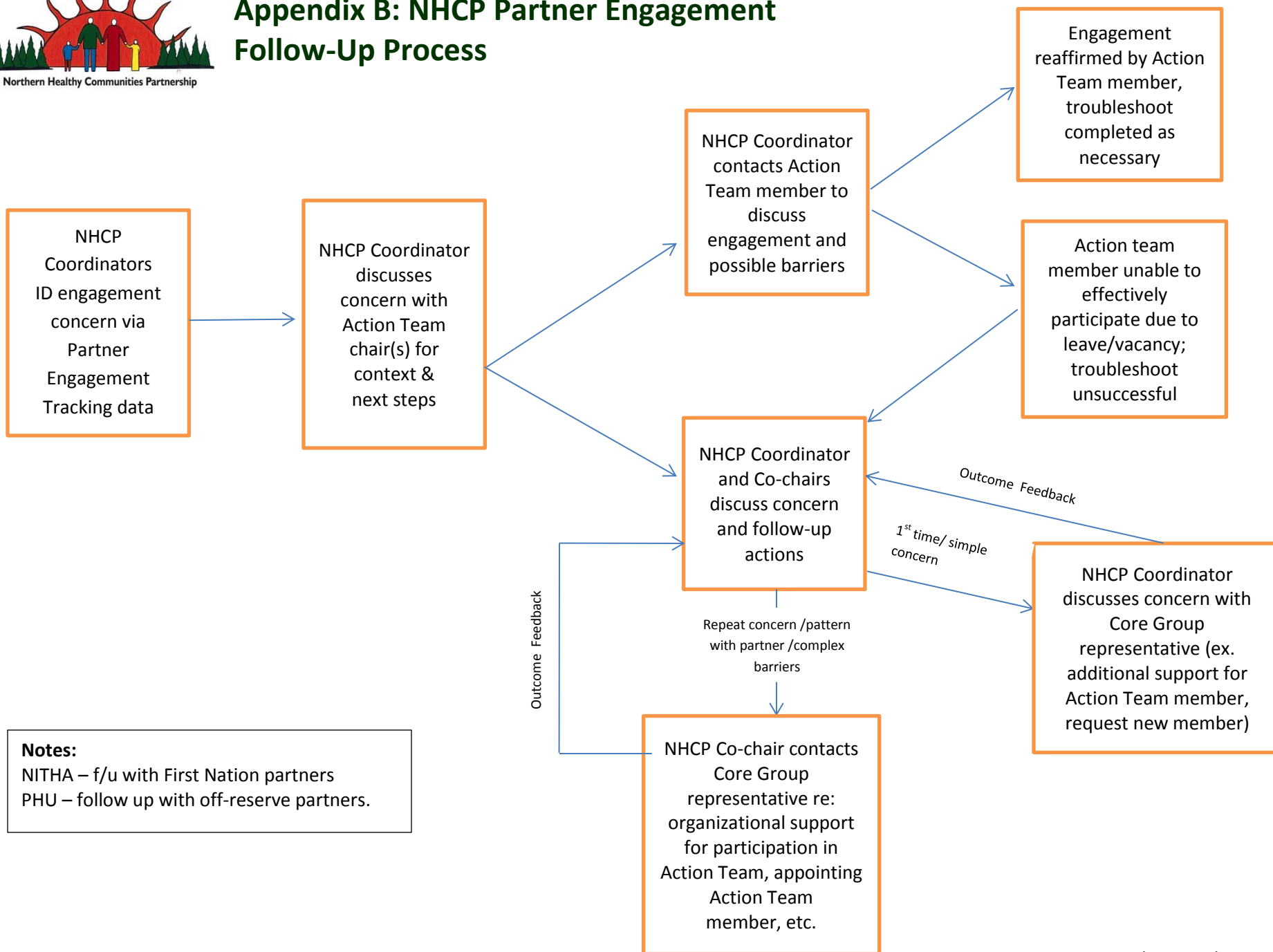


Appendix A: NHCP Levels of Engagement

	Nonparticipating	Vacant/In-active	Inform	Consult	Participate	Lead
Description of Involvement	Partner organization had decided not to participate at present time due to organization	Partner organization representative has left position or the member has become inactive.	Member is informed on the committee and project purpose, status and outcomes. At this level member does not respond or give feedback to the action team.	This level of involvement includes providing feedback and participating in discussions. Member may not attend every meeting.	Members regularly attend meetings. They are involved in discussions and in project implementation.	Project leads assumes accountability for the action team or project work. This role may be shared. Leaders coordinate and invite others' involvement.
	No action	No action	Reads team minutes Reads workplans	Answers emails Responds to polls Attends some meetings	Completes Action Items Participates in decisions Attends most meetings	Responsible for projects Leads discussions Coordinates subcommittee work



Appendix B: NHCP Partner Engagement Follow-Up Process



Notes:

NITHA – f/u with First Nation partners
 PHU – follow up with off-reserve partners.