

## Outreach to Justice Involved Individuals and Families Ad Hoc Committee Work Plan

**Objective:**

- Active listening to hear, not respond
- Use objective information/questions in both survey and focus groups
- Seek to understand what worked / what did not work in recovery and to avoid incarceration and hospitalization
- Keep it short and simple to get the most participation
- One person asking questions; 1-2 taking notes; recording if on Zoom
- Engaging clients with trust issues through use of peer support (BHS) and those not on committee to ask questions
- Host focus group, when feasible, in each district

**Committee Members:** *Committee voted Nina Acosta as Chair of committee 10/3/2022*

**Chair:** Nina Acosta

- Bill Pieper
- William Norwood

- Melinda Avey
- Chris Baker

	Action Item	Person Responsible	Date Due	Final Product Expected	Comments:
<b>1</b>	Create objective for subcommittee	All committee members	Today		Objective is included at the top of this document and was agreed upon by all members.
<b>2</b>	Identify groups to conduct survey and focus groups to (i.e. Adult Day Reporting Centers; Residential Treatment Facilities; RCCC; Community Based Organizations; Faith Based Organizations; Mental Health Collab Courts; Victims; Citizens' Academy's; LGBTQIA centers)	<b>All Members</b>	10/14/2022	10/14/2022	<ul style="list-style-type: none"> <li>• Bring a list of groups to the next meeting</li> <li>• Identify a point of contact if possible</li> <li>• Provide web link, address, or phone number if you have it</li> </ul> <p><i>*It is appreciated if you can email this list ahead of the next meeting to Laura to share with the group/remove duplicates*</i></p>
<b>3</b>	Identify Questions and review questions to ensure they are inclusive and culturally appropriate	William Norwood Bill Piper Chris Baker (LE focused) Nina Acosta (MH Questions)	10/21/2022	November 14th meeting to ensure compliance with Brown Act 72 hour notice to CCPAB	<i>*committee at next meeting will discuss which questions go to survey and which ones should be focus group—Laura to discuss format options and difference between qualitative data and quantitative data for analysis purposes</i>

				members of agenda item	<i>*It is appreciated if you can email your proposed questions ahead of the next meeting to Laura to share with the chair to have them collated into one document. For ease of discussion*</i>
4	Identify Format and tool(s) to utilize (i.e. Survey Monkey and in person focus groups)	William Norwood Melinda Avey Laura Foster to support	10/28/2022	10/28/2022	Survey will be through survey Monkey Will discuss focus group format and details at Oct 28 meeting—please see email with questions to be completed BEFORE the 28 <sup>th</sup> meeting please.
5	Identify locations in each district of the County	William Norwood Melinda Avey Laura Foster to support	10/28/2022	10/28/2022	Identified populations: <ul style="list-style-type: none"> <li>• Women/Men residential treatment - Melinda Avey</li> <li>• Malcolm’s house—William and Chris Baker</li> <li>• RCCC—Chris Baker to get data on those who were in RCCC released and then returned—depending on how many that is we can conduct a group there</li> <li>• CJSP—Nina to contact and work with setting this up if approved by CCPAB committee</li> <li>• Clean and Sober Living—Melinda Avey</li> </ul> Laura to ensure consistency in data gathering—will be the note taker at the meetings.
6	Identify resources needed	William Norwood Melinda Avey Laura Foster to support	10/28/2022	10/28/2022	Tabled this discussion until approval by CCPAB
7	Identify data collection/analysis approach	William Norwood Melinda Avey Laura Foster to support	10/28/2022	10/28/2022	Laura provided a quick overview on the data that will be extracted—trends and themes.

<b>8</b>	Create succinct statement of who we are and why we are conducting this	ALL	11/4/2022		All to submit 1-2 sentences about who we are, the funding, confidentiality, and why we are looking to collect this information—will be included with the survey and at the focus groups—include anything you think is critical to the group agreements. Provide to Laura.
<b>9</b>	Draft plan to be presented at CCPAB	Nina Acosta—Chair	11/4/2022		Create a one page presentation of our plan for both survey and focus groups—include the process used in creating these plans—draft to group by Monday Oct 31, 2022 for review—all to make edits in track changes and submit to Laura before November 4 <sup>th</sup> meeting to finalize.
<b>10</b>	Present plan to CCPAB committee	Nina Acosta - Chair	11/14/2022		Discuss who will present the plan at the CCPAB meeting on November 14 <sup>th</sup> .
<b>11</b>	Review CCPAB Feedback and Modify Materials for CCP Submission		11/18/2022		Discuss refinement from CCPAB; update materials as necessary. Finalize materials for CCP meeting (December 1 <sup>st</sup> )
<b>12</b>	Consolidate Organization/Provider Group List To Receive Surveys		11/28/2022		