

MHSA COMMUNITY PROGRAM PLANNING PROCESS (CPPP)
SAMPLE LISTENING SESSION AGENDA

- 0-10MIN **Review** Survey and/or Listening Session process:
- Attendance and collect consent/assent (if required)
- 10-30MIN **Present** MHSA Overview 101 (materials available [online](#))
- Use the MHSA 101 Fact Sheet or MHSA 101 PowerPoint
- 30MIN **Review** Survey Tip Sheet and Listening Session process
- Encourage completion of the online MHSA Community Participation & Feedback Survey (if required)
- 30MIN **Facilitate** Listening Session Discussion
- 0-5MIN **Close**
- **Forward** attendance log, consent/assent forms (if available), and completed Listening Session Answer Sheet (page 3) to Mariana Real @ Mariana.Dailey@acgov.org and Cc: MHSA@acgov.org

MHSA COMMUNITY PROGRAM PLANNING PROCESS LISTENING SESSION

TIP SHEET- Community Input Listening Session Facilitation

Setting the Stage

1. Please ensure participants complete the MHSA Community Participation & Feedback Survey online at <https://acmhsa.org> (for those who do not complete it, remind them at the conclusion of today's events)
2. Start by taking attendance and administer/collect (verbal) consent/assent and/or completed forms from participants
3. Take 10-15 minutes to provide an overview of the MHSA in Alameda County using the MHSA 101 Fact Sheet or MHSA PowerPoint online at <https://acmhsa.org>
4. Re-explain the listening session process (group discussion should average about 5 minutes per question)
 - Facilitators (or recorders if available) will chart responses on flip charts for the group to see and remind participants that surveys are anonymous, and information on the charts may be recorded.

Listening Session Discussion: **Record/Chart all answers on the attached Listening Session Answer Sheet (page 3)**

- Wrap-up questions:
 - **Are there any additional comments, suggestions, or feedback you'd like to share?**
 - **What was this input process like for you as a participant?**

Next Steps/Closing

1. Thank participants for their time and feedback. Tell them their feedback will be incorporated into the next three-year plan or annual plan update which guides how we develop and deliver mental health services in the County. The plan will be publicly available when completed.
2. Remind everyone to complete the MHSA Community Participation & Feedback Survey online at <https://acmhsa.org> (for those who do not complete it, remind them at the conclusion of today's events)
3. Submit completed LISTENING SESSION ANSWER SHEET to Mariana.Dailey@acgov.org and Cc: MHSA@acgov.org

MHSA COMMUNITY PROGRAM PLANNING PROCESS LISTENING SESSION ANSWER SHEET

FACILITATOR NAME/AGENCY:
FOCUS GROUP DATE/TIME: 12/2/2021

***Character Limit: 1000**

1. What are the top most pressing mental health issues right now in your community(ies)?

Record/List Concerns:

RECORD ANSWERS HERE

2. What do you see as barriers for people to get help?

Record/List Concerns:

3. What are your ideas on how to better serve our community(ies)?

Record/List Answers:

4. Are there individuals, groups and/or cultural groups within the community who you believe are not being adequately served?

Record/List Answers:

5. What MHSA-funded services are you aware of, either as services you or someone you know has taken advantage of or as services you would feel comfortable recommending to others?

Record/List Services personally used:

Record/List services recommended to others:

6. Other comments/suggestions?

Record/List Answers:

DEMOGRAPHIC QUESTIONS. Taken from the Community Input Survey Questions 10-18 [here](#)

- a. Age Range? (i.e. Under 16, 16-25, 26-59, 60 and over)

Record/List Answers:

- b. In which part of Alameda County do you live?

Record/List Answers:

- c. Gender Identity? (e.g. Female, Male, Genderqueer/Genderfluid, Intersex, Trans Female/Trans Woman, Trans Male/Trans Man)
Record/List Answers:

- d. Ethnicity? (Hispanic/Latinx, Non-Hispanic/Latinx)
Record/List Answers:

- e. Race? (AA/Black, AI/AN, PI/Native Hawaiian, White/Caucasian)
Record/List Answers:

- f. Which stakeholder group do you primarily represent? (e.g. Active military/veteran, consumer, faith community, family member, Law enforcement, provider)
Record/List Answers: