

# Village Wellness Team Workbook

*Working Together for Wellness in Our Community!*



Wellness



Communication • Coordination • Collaboration



## BRISTOL BAY FAMILY RESOURCE PARTNERSHIP

sponsored by Bristol Bay Native Association  
supported by Alaska Federation of Natives  
and the Administration for Native Americans

### WHO CREATED THIS WORKBOOK?

This workbook is a product of the Family Resource Partnership, a collaboration of service providers from villages and regional organizations throughout the Bristol Bay area, as well as the clients they serve. The workbook draws from experiences of people in the Bristol Bay region. Please feel free to give us your feedback and let us know what works.

You can offer feedback about the Family Resource Partnership through your village Family Resource Center, your Village Wellness Team, or by contacting:



Health Education at BBAHC (800-478-5201), or



The Wellness Project at BBNA (800-478-5257).



Workbook design, editing and photos by Agnew:Beck Consulting.

# VILLAGE WELLNESS TEAM WORKBOOK

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## VILLAGE WELLNESS TEAM WORKBOOK

*Working Together for Wellness in Our Community!*

### NOTES:

Many villages are coming together to work for wellness in their communities. As we all know, we can't do this alone. Learning to work together, to appreciate one another and to respect our differences will ensure our efforts are rewarded. This workbook was created to help service providers, parents, elders, village leaders and youth come together in the most effective way to foster wellness in our communities. This village-based effort is supported by the regional organizations in Bristol Bay. We are all committed to removing barriers to collaboration, while maintaining client confidentiality.



## NOTES:



### **WHAT DOES THIS WORKBOOK DO?**

This workbook contains information to help you:

- Start a Wellness Team
- Renew a Wellness Team
- Avoid “burnout”
- Recognize everyone’s contribution to wellness
- Work more collaboratively
- Pool community resources
- Organize productive meetings
- Provide useful trainings
- Access additional resources

Included in the workbook are sample participant agreements, recognition awards, activities, agendas and other items useful to a Village Wellness Team.

Every team should use this workbook to shape their meetings to fit team needs and community goals.

Good luck!

### **WHO SHOULD JOIN A WELLNESS TEAM?**

Your Wellness Team should be representative of your community. Wellness stakeholders can include:

- Service Providers
- Elders
- Church representatives
- Parents
- Youth
- Teachers
- School Administrators
- Clinic Staff
- Village Leaders
- Citizens concerned for the well-being of their community

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## NOTES:



### GETTING STARTED ::

#### The First 5 Meetings

If you are just starting a Village Wellness Team, the following sequence of meetings will help get things started:

- Meeting #1  
People with Vision
- Meeting #2  
Assess Goals & Resources
- Meeting #3  
Gaps, Links & Team Building
- Meeting #4  
Action Plans & Priorities
- Meeting #5  
Structuring Your Regular Meetings

These meetings are designed to get you from general ideas to specific tasks. Along the way, you'll be able to identify specific areas where your team is strong, and others where you need some work. There are many possible modifications and additions that will make your meetings even more productive and valuable. Feel free to try out new ideas that fit your village.

These first five meetings will help you work together as a team, and identify priority health needs in your community. You will also be eligible for assistance from regional organizations such as the Bristol Bay Counseling Center, who can facilitate team building exercises, and provide mediation if necessary.

## **RENEW YOUR TEAM :: 5 Meetings to Re-Establish Goals & Priorities**

If your village already has a Wellness Team in place, you can still benefit from this workbook. It is important to periodically re-evaluate your team and see if it is meeting the needs of the village and team members. You can tailor these 5 meetings to refresh and renew your team:

- **Meeting #1**  
Is Our Team Representative of Our Community?
- **Meeting #2**  
Have Our Goals Changed?
- **Meeting #3**  
Does Our Team Still Work Well Together?
- **Meeting #4**  
What Are Our Current Priorities and Steps to Action?
- **Meeting #5**  
Should We Adjust Our Regular Agenda?

The Toolkit starting on page 26 contains exercises that might be of interest to your team as you work your way through these meetings. Additionally, this manual contains information about many other training resources available to your team through regional organizations (see “More Resources,” page 52).



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## NOTES:

### **FORWARD THINKING :: Before the First Meeting**

If you have time before the first meeting, think about a few of the concepts and issues that a Village Wellness Team could help address. If it helps you, write down your ideas and bring them to the meeting for discussion. This will enable you and others who attend to talk specifically about your goals and vision for the team. Of special importance are topics like:

- What are some of the biggest problems our village currently faces?  
What are some of the issues I hope a Village Wellness Team will address?

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- What would help address these problems?

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- What are some of the strengths of our village and its service providers?  
What resources do we have here in the village to work towards wellness?

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- What help do we need from outside organizations?

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- What's my definition of "collaboration?" Why is this important to what I do?

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- Who should be involved in the Village Wellness Team?

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- How can a Village Wellness Team help me?

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- How can I contribute to a Village Wellness Team?

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## MEETING #1 :: People with Vision

The first step is to get organized! Working through this section will help you find answers to these questions and set up the team for success. The first few meetings will take longer than regular meetings. Find an afternoon when people spend 2-3 hours getting your team organized.

### I. Set Ground Rules (approx. 25 minutes)

Establishing ground rules is the first step for your team. Everyone should know and agree to the rules for meeting conduct. This makes your meetings friendly, productive and supportive of team-building. All team members need to support the ground rules – both by their own behavior AND by holding other team members accountable. Ground rules might include:

- Putting aside personal issues to focus on community wellness goals.
- Treating everyone with respect.
- Keeping confidential issues out of group discussion; focusing on community concerns, not client or patient cases.
- Having a positive attitude.
- Bringing focus back to the agenda if the discussion gets off-topic.
- Ensuring different voices are heard and all the team members actively participate (rather than having a few people do all the talking or all the work at meetings).
- Starting and ending meetings on time.
- Adjusting ground rules, as needed.
- Any other issues your team wants to address.

Discuss ground rules as a team. Write down everyone's ideas and then choose the ones that everyone can agree on. Make sure you include a constructive way to enforce them when necessary. For more ideas on ground rules, see Toolkit, page 32.

#### Snapshot:

- Set Ground Rules
- Identify Stakeholders
- Create a Stakeholder Commitment
- Discuss Your Vision
- List Contributions to Wellness
- Identify Leaders
- Organize Your Next Meeting

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## NOTES:

### 2. Identify Your Village Wellness Stakeholders (approx. 25 minutes)

Organization:	Name:	Team Role:	Contact #:

(More stakeholders worksheets in Toolkit, page 33)

### 3. Create a Stakeholder Commitment (approx. 40 minutes)

A successful Village Wellness Team needs committed participants. Ask everyone to comment on:

- participation & cooperation statements

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- confidentiality (talk about issues, not individuals - see Toolkit, page 29)

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- willingness to set examples for their community (i.e., non-abusers of alcohol, drugs, or people)

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- willingness to agree to ground rules, such as: putting aside personal issues, focusing on community concerns and priorities, treating everyone with respect, keeping client information confidential, positive attitude

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- an action plan to address community health issues and disparities

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Elect a committee to refine the commitment to present at your next meeting, for review and adoption by all members. A sample Stakeholder Commitment is included in the Toolkit, page 26.

## NOTES:



### 4. Discuss Your Vision (approx. 40 minutes)

Spend a lot of the meeting talking about your vision for Village Wellness. Start with general discussion questions:



Follow a few guidelines during this activity:

- Don't be held back by concerns that your vision might be impractical or initially unpopular. Visioning is a time for talking about great possibilities, dreaming and sharing. Get all your good ideas on the table right away!
- Appoint a team member to write down everyone's ideas. Don't worry about getting full sentences down.

Have each person share a few words or phrases that express their vision for wellness in your village.

Then refine the Vision:

- When each person has shared, look for repeated words and phrases.
- Jot down all these words separately.
- Elect 2 or 3 team members to work on a vision statement that incorporates these common words and phrases. They should present this vision statement at your next meeting.
- Come up with ideas for a "team name," if you like.

#### Common Words & Phrases About "Vision"

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*What does "Village Wellness" mean?*  
*How should "Village Wellness" work?*

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## NOTES:

### 5. List How Stakeholders Contribute to Wellness (approx. 30 minutes)

Discuss how stakeholders and service providers should work together, what kinds of clients they serve, where providers should be physically located, how regional organizations can support your efforts, and anything else important to you.

Take notes on this as well - either below or using the Toolkit worksheets on pages 34-35.

Focus on the questions:

*Which aspects of wellness do you help to address?*

*How do you do this?*

#### PHYSICAL

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#### SPIRITUAL

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#### CULTURAL

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#### SOCIAL

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#### EMOTIONAL

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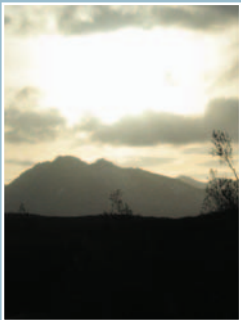
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#### CREATIVE

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## 6. Wrap-up (10 minutes)

Identify a Leader (or Co-Leaders) who will:

- develop agendas
- schedule and chair monthly meetings
- be able to delegate
- keep each wellness member motivated and involved
- keep the wellness committee responsive and on-track

### Organize Your Next Meeting

Before you end your meeting, set a time, date and place for your next one. Decide who will be responsible for setting up Meeting #2. Your group leader(s) will probably do this, but maybe they will need some help. Determine how you are going to get the word out about your next meeting. Will one or two people call everyone to remind them? Send e-mail notices? Post a sign everyone would see?

### In the Meantime... Gather Community Support

Your Wellness Team is much more effective if your community knows about it and supports it. There are several easy ways you can get the word out:

- **Invite all stakeholders**  
City and village council representatives, school officials, clergy, VPSO, and other groups should know about and be part of Wellness Team efforts.
- **Keep the community informed, and involved**  
Get on the agenda for:
  - City Council meetings
  - Village or Traditional Council meetings
  - Board meeting of regional organizations – e.g., BBAHC, BBNC, BBNA, BBEDC, etc.
 Appoint someone to present what you are doing. Maybe a couple of team members would be willing to create a short (5-10 minute) presentation to report on progress at regular board meetings.
- **Hang flyers and posters**  
Distribute notices around your community (see Toolkit for sample):
  - In team members' offices
  - At central locations – e.g., post office, grocery store, community center, Senior Center, Family Resource Center, school, health clinic
- **Tell your friends**  
Talk to people you meet – the best way for people to learn about your Wellness Team and its work is from your community.

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## NOTES:

### MEETING #2 :: Assess Goals & Resources

#### 1. Review Your Vision Statement

Vision helps you to define where you want to go. Goals are the steps to take along the way. First, share the vision statement created after the first meeting and discuss if it is acceptable to the whole group. Discuss it further, as needed.

#### Snapshot:

- Review Your Vision Statement
- Identify Your Goals
- Identify Local & Regional Resources

Your Wellness Team's Vision Statement:

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#### 2. Identify Your Goals

Use the table on the next page to write down village goals. After each goal, list the challenges you need to meet in order to reach the goal. Talk together to figure out goals, challenges, and how best to address them.

Once team goals have been identified, on a separate sheet, prioritize them starting with the ones that are "Most Important." These become you team's goals for village wellness (see worksheet in Toolkit, page 36).

#### 3. Catalog Local and Regional Resources (to Address Challenges & Achieve Goals)

Next, brainstorm the resources which can help achieve your vision of wellness. Resources can be:

- **in the village** (for example, traditional knowledge and elders, extended family to help when in need, school gym time, Head Start, clinic, etc.)
- **at the regional level** (for example, mediation and training, funds for child care, support services, health services, etc.)

Write these ideas in the last column. Share them with the team.



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## NOTES:



### MEETING #3 :: Gaps, Links & Team Building

There are several exercises in the Toolkit for the Wellness Team to use at Meeting #3. These exercises are designed to help the team:

- access their current level of collaboration
- identify gaps and links in the provider network
- come up with workable methods for increasing collaborative efforts
- understand why collaboration is valuable for wellness
- understand how collaboration can make our jobs easier

#### Snapshot:

- What Is Collaboration?
- Our Village “Collaboration Network”
- Links & Gaps
- Improve Collaboration
- Real-Life Scenarios

#### I. The Concept of “Collaboration”

“Collaboration” is vital to the real success of the Village Wellness Team, but the concept can be difficult to understand, measure and practice. Start by describing “collaboration.” Write down some of the ways you already collaborate:

#### I Collaborate with Others When I...

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Share these examples with Team members in a group discussion. Write down other good ideas you hear:

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## 2. Our Village “Collaboration Network”

You probably already collaborate with other service providers and community members, though you might not think about it. When many people in the village are working collaboratively with each other, they form an informal “collaboration network.” Understanding this network enables service providers to use it more effectively, and to strengthen it.

Map your existing collaboration network. Ask yourself:

- Who Works in the Village?
- Who Do I Work With?
- Who Don’t I Work With?

As a group, in the table below, list all the human resources and service providers in the village. In the end, every team member should have the same list. Talk as a group to be sure that you are thinking very broadly about all the resources in the village.

Next, on your own, think about how often you work with each service provider. Check the box next to each that best describes the frequency.

Are there one or two providers you work with far more often than others? If so, put a star next to those providers.

You are starting to get a picture of your “Collaboration Network.” There are several worksheets in the Toolkit, pages 37-38 available for this exercise.

Team Member:	I Work with this Provider...	often	sometimes	hardly ever or never
SAMPLE:TCSW		X		

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## NOTES:

### 3. Links & Gaps

In many communities, there are certain providers whose job entails working with many other people. There are others who work mainly on their own, or with just a few other providers. By identifying who works with many providers, you can identify 'links'.

As a team, share your lists of who you work with. Notice if there are:

- some providers almost everyone works with

Identify those providers. They might be the "links" in your collaboration network. Then notice if there are:

- some providers who rarely get to work with others

This might help the team identify potential "gaps" in the collaboration network. Discuss why these gaps exist and whether that needs to change.

There are 2 exercises in the Toolkit to help identify links and gaps. See pages 39-44 for worksheets and handouts.

### 4. Improve Collaboration

One of the greatest benefits of a strong collaboration network is that people in the village who need services are more likely to have a "No Wrong Door" experience.

"No Wrong Door" means that whichever provider a client visits first, the client can be sure she or he will be able to access all available, relevant services. This happens when each provider:

- knows what services other providers offer
- can knowledgeably refer the client to other providers
- can make sure that the client is referred to a "linking" provider

\* **NOTE:** These referrals should be made according to confidentiality requirements - *not* as part of a Wellness Teams meeting. See Toolkit, page 29, for more information on confidentiality.

A few ways to improve collaboration are listed in the table below. As a team, add more to the list. Worksheets are available for this exercise in the Toolkit, page 45.

## NOTES:

I Can Help Improve Collaboration By...
participating in a Village Wellness Team
knowing all the providers in my village
referring clients to “linked” providers
working to resolve issues, in a confidential way, with the Wellness Team
knowing about available regional resources

### 5. Real-Life Scenarios

Think about some real-life scenarios in which collaborating could be very helpful. Identify how collaborating with other providers would resolve issues or improve responsiveness to clients. Share an example with the team and get feedback. Keep your examples general and focus on the issues involved - not on specific clients you have worked with.

Discuss as a team how collaboration could resolve different issues. For example:

- good parenting skills
- teen substance abuse
- helmet, gun or water safety

More sample scenarios are available in the Toolkit, page 46.



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## NOTES:

### MEETING #4 :: Action Plans & Priorities

Now that you've identified issues, roles, vision, concerns, and goals, defining steps and setting priorities should be a lot easier.

#### 1. Prioritize Goals for Village Wellness

Review your list of community goals (from page 15). Determine top three wellness issues or disparities that your team chooses to address in your community. Use these as the main topics of your next meetings.

- 1.
- 2.
- 3.

#### 2. Prioritize Goals for Improved Collaboration

Review your list of ways to collaborate as a team (from page 19). Determine top three collaboration areas that the team wants to strengthen. How can you work on these goals? How can you evaluate your team's progress on these issues?

- 1.
- 2.
- 3.

The worksheet for this exercise is located in the Toolkit, page 47.

### Snapshot:

- Prioritize Community Issues
- Prioritize Team Goals
- Create Action Plans



**NOTES:**

**3. Action Plan for Addressing Community Issues**

Action	Persons Responsible	Resources Needed	Time Frame	Desired Outcome

**4. Action Plan for Addressing Team Goals**

Action	Persons Responsible	Resources Needed	Time Frame	Desired Outcome

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## NOTES:

### MEETING #5 :: Structuring Your Regular Meetings

Below are some suggestions for structuring meeting agendas and activities.

#### 1. Opening Activity - Complaining Constructively

Some teams will find that it's important to have time to share thoughts and concerns with the group. There are a variety of activities that can be used to open your meetings and allow for structured exchange of ideas. The other side of talking is listening - be sure that ground rules are clear for everyone so that you can bring the meeting back to its main purposes, if it strays off-topic. Ideas for opening activities include:

- Talking Circle
- Quick Review of Ground rules as a Team
- "One Positive, One Negative" Round Robin
- Describe a "Wellness Moment" you observed or took part in since the last meeting

#### 2. Discuss a Priority Issue

Choose one of the issues identified in earlier meetings and discuss ways to address it. Or, turn to a topic currently of importance to your community.

#### 3. Stay Action-Oriented and Report on Progress

Schedule time to report to the team on events and happenings that occurred since the last meeting. Make sure to schedule time to review progress on topics discussed last time - especially actions taken to address issues. These progress reports help to hold team members accountable.

#### Snapshot:

- Opening Activity
- Discuss a Priority Issue
- Report on Progress
- Avoid Burnout
- Have On-Going Recognition Awards
- Stay in Touch with Your Supporters



## NOTES:



### 4. Avoid Burnout

The best way to make sure people don't get burnt out is to have really productive meetings. If people feel like they are able to learn from and contribute to meetings, they generally look forward to participating. Also, seeing real results from your efforts is a big motivation - make sure you are moving forward on your action plans. Keeping the meetings brief and to-the-point really helps, too. Setting time limits on meetings and preparing reports and agendas ahead of time help accomplish this.

### 5. Have Ongoing Recognition Awards

Recognize team members for their contributions to wellness as well as community members.

#### Examples:

- **Monthly Community Role Model Recognition (Toolkit, page 27)** for acknowledging a community member for an achievement that demonstrates a personal commitment to wellness (e.g., quitting smoking or drinking, taking a special training or class, etc.).
- **Monthly Wellness Champs Awards (Toolkit, page 28)** for acknowledging a community member for an important service or contribution given to the community.
- *Thank You* letter from Village Council, Regional Health Corporation, BBNA or other regional or local organizations
- Prizes and incentives for contributions to wellness – name and picture on plaque in clinic or store, announcement in newspaper or on radio, gift certificate, or any other ideas you can think of to recognize and support people for their wellness efforts.

### 6. Stay in Touch with Your Supporters

Managers of regional programs can provide a lot of support and resources to your Wellness Team and your community. But they need to be kept informed of your work. Invite board representatives periodically to your Wellness Team meetings. Also, prepare a short presentation on your team's efforts, and use it to report on your work at regional organizations' board meetings.

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**NOTES:**



# Village Wellness Team Toolkit

- **Toolkit :: Exercises & Handouts**

page 26

Pick and choose from a variety of exercises.

- Commitment Agreement
- Community Role Model of the Month Certificate
- Wellness Champion Certificate
- Confidentiality Information
- Sample Agenda
- Sample Sign-In Sheet
- Meeting Ground Rules
- Stakeholders List
- Contributions to Wellness Worksheet
- Resources for Wellness Worksheet
- Goals, Challenges & Resources Worksheet
- “Who Do I Work With?” Worksheet
- “Who Do I Work With?” Collaboration Circle
- Linking Exercise #1 - Connecting Lines
- Linking Exercise #2 - Mapping Your Collaboration Network
- “How Do I Collaborate?” Worksheet
- Real-Life Scenarios
- Action Plan Worksheet
- Meeting Flyer

- **More Resources**

page 49

- Available Trainings:
  - “Confidentiality & Collaboration”
  - “Conflict Resolution & Team-Building”
  - “Organization & Time Management Skills”
  - “Meeting Conduct & Facilitation”
  - “How to Avoid Burnout”
- Your Contact List

Wellness



## COMMITMENT AGREEMENT

I, \_\_\_\_\_, agree:

- To participate regularly in the Wellness Committee meetings and processes
- To set a good example to my community by not abusing alcohol, drugs, or people
- To not let personal disagreements with other committee members interfere with the goals of the committee
- To be respectful
- To not bring personal agendas to the committee meetings and processes
- To maintain confidentiality
- To keep discussion to community issues and not engage in personal attacks or gossip
- To promote wellness in my community by connecting people with resources, setting a good example, providing information, and other activities as needed
- To maintain cultural values in all endeavors of the committee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMMUNITY ROLE MODEL OF THE MONTH

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Our Wellness Team acknowledges and recognizes \_\_\_\_\_ for  
contributing to their own personal wellness and thereby the health of our community, by:

Thank you for being a good role model for our community!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## WELLNESS CHAMPION

Our Wellness Team acknowledges and recognizes \_\_\_\_\_ for *outstanding performance and service contributions* above and beyond the call of duty for our community. The Wellness Team makes this selection from our team on the basis of who they feel best demonstrates and/or recaptures/rebuilds traditional role model qualities, and contributes to village wellness:

- a commitment and interest in our community's health, welfare and economy
- is respectful and fair in dealing with team members/co-workers, residents and others
- fosters and encourages trust, personal growth, team work and collaboration
- is open-minded, values and promotes 'buy-in' and allows full participation by everyone involved
- willing to listen, learn and apply culturally appropriate concepts that work
- recognizes and allows for personal time when needed
- participates in team discussions, asks questions, provides input/suggestions
- able to assign and delegate tasks or ask for assistance when needed
- is dependable when called on
- respect of an individual's right to privacy and maintain sensitivity to confidential information and situations of work or team/committee meetings
- recognize and utilize proper protocols/processes and access local resources
- able to research, recognize and pull in appropriate regional or other resources when necessary
- understands and avoid matters that present an apparent "conflict of interest" when the perception reflects on the Community Wellness Team/Committee
- personally holds community interests, goals and efforts of crucial importance

Thank you for your contributions to our community!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CONFIDENTIALTY

Nothing can destroy trust as quickly in a team than to have team discussions shared with those outside the team. Additionally, there are legal restrictions on the type of patient or client information that can be shared. Develop useful guidelines for your discussions that will keep your team working well, and compliant with the law. Issues to consider include:

- What topics are to be considered confidential?
- How will team members identify confidential information?
- How should team members treat this information?
- How should team members portray team meetings to outsiders?
- Who should be the spokesperson for the group?
- Who should receive the minutes?

In addition, the discussion on confidentiality requires discussion on enforcement and consequence

- How will the team address instances where a team member has violated the confidentiality norm?
- What will be the consequence of such an action?

Memoranda of Understanding and HIPAA may effect the types and methods of information you can share. Make sure your team is aware of relevant binding laws and agreements. In general, Wellness Team meetings are NOT the place to share information about specific individuals. Instead, issues relevant to the community should be discussed in general terms.

Confidential information covered by HIPAA is:

- Any health information relating to —
  - Past, present or future physical or mental health or condition
  - Provision of health care or
  - Past, present or future payment for health care
- Created/received by provider, plan, employer or clearinghouse
- Individually identifiable or reasonable likely to be identifiable
- In any medium
  - Written
  - Verbal
  - Electronic

Trainings on confidentiality are available through many regional organizations.

# AGENDA

1. Opening Activity

2. Discussion of Priority Issue(s):

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3. Report on Progress:

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4. Action Steps to Be Taken (prior to next meeting):

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5. Recognition Awards

6. Plan for the Next Meeting:

- Make Presentations to Supporters:
- Set Meeting Date/Place/Time:
- Post Notices for the Next Meeting:
- Other:

**SIGN-IN SHEET**

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**Wellness Team Meeting**

**Date:**

Name,  
& Contact Info

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Thank you for participating!

## GROUND RULES

Ground Rules could include:

- Be a good listener
- Keep an open mind
- No cheap shots
- Participate in the meeting
- Ask for clarification
- Give everyone a chance to speak
- Focus on the present and the future, not the past
- Deal with particular events rather than general problems
- Don't be defensive if your idea is criticized
- Be prepared to carry out group decisions
- All comments remain in this room
- Everyone is equal on this team (no titles)
- Be polite - don't interrupt

Add your own:

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## STAKEHOLDERS

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Organization:	Name:	Team Role:	Contact #:

## CONTRIBUTIONS to WELLNESS WORKSHEET

PHYSICAL

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SPIRITUAL

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CULTURAL

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SOCIAL

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EMOTIONAL

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CREATIVE

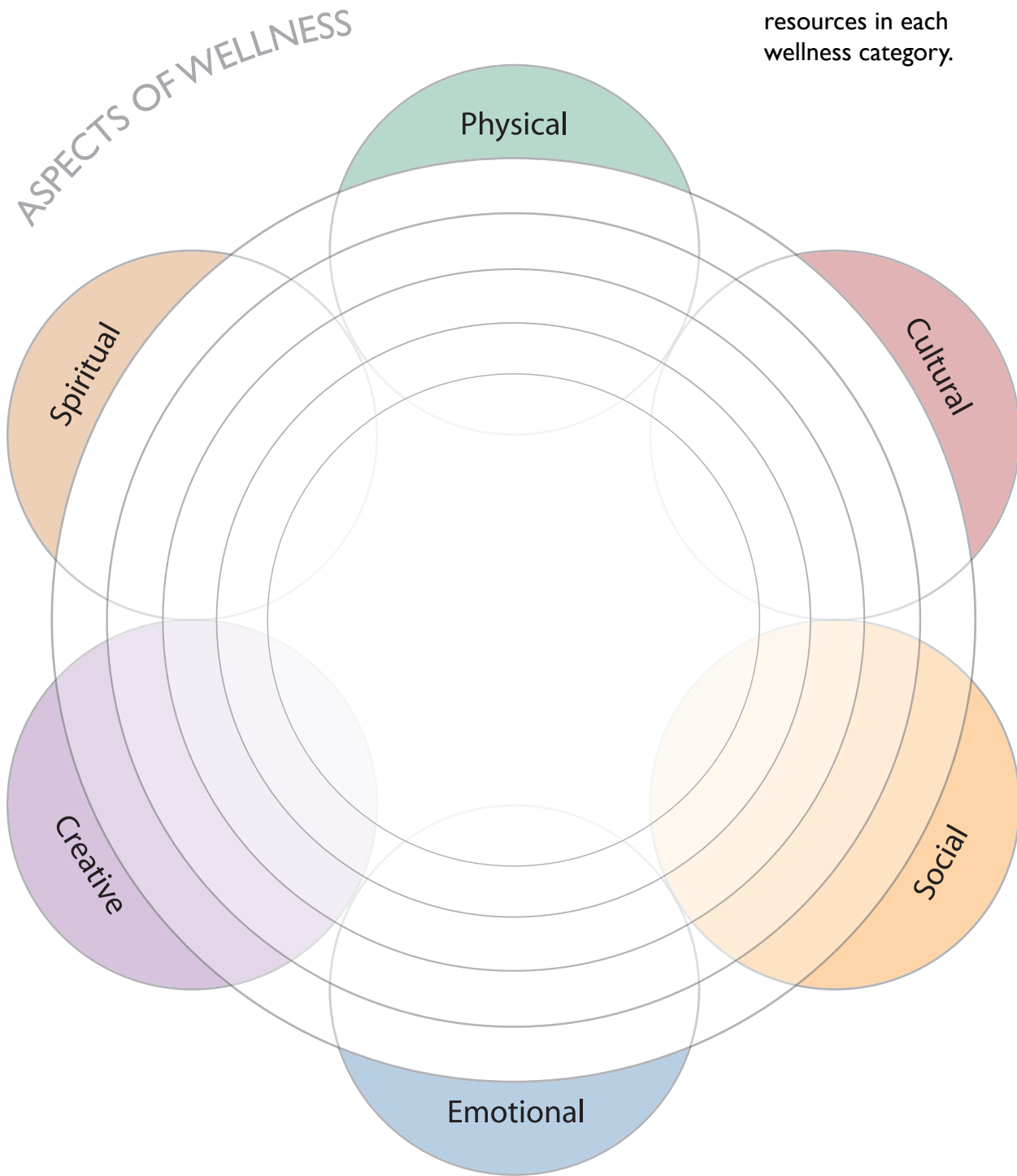
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# RESOURCES for WELLNESS WORKSHEET

List local wellness resources in each wellness category.



# GOALS, CHALLENGES & RESOURCES

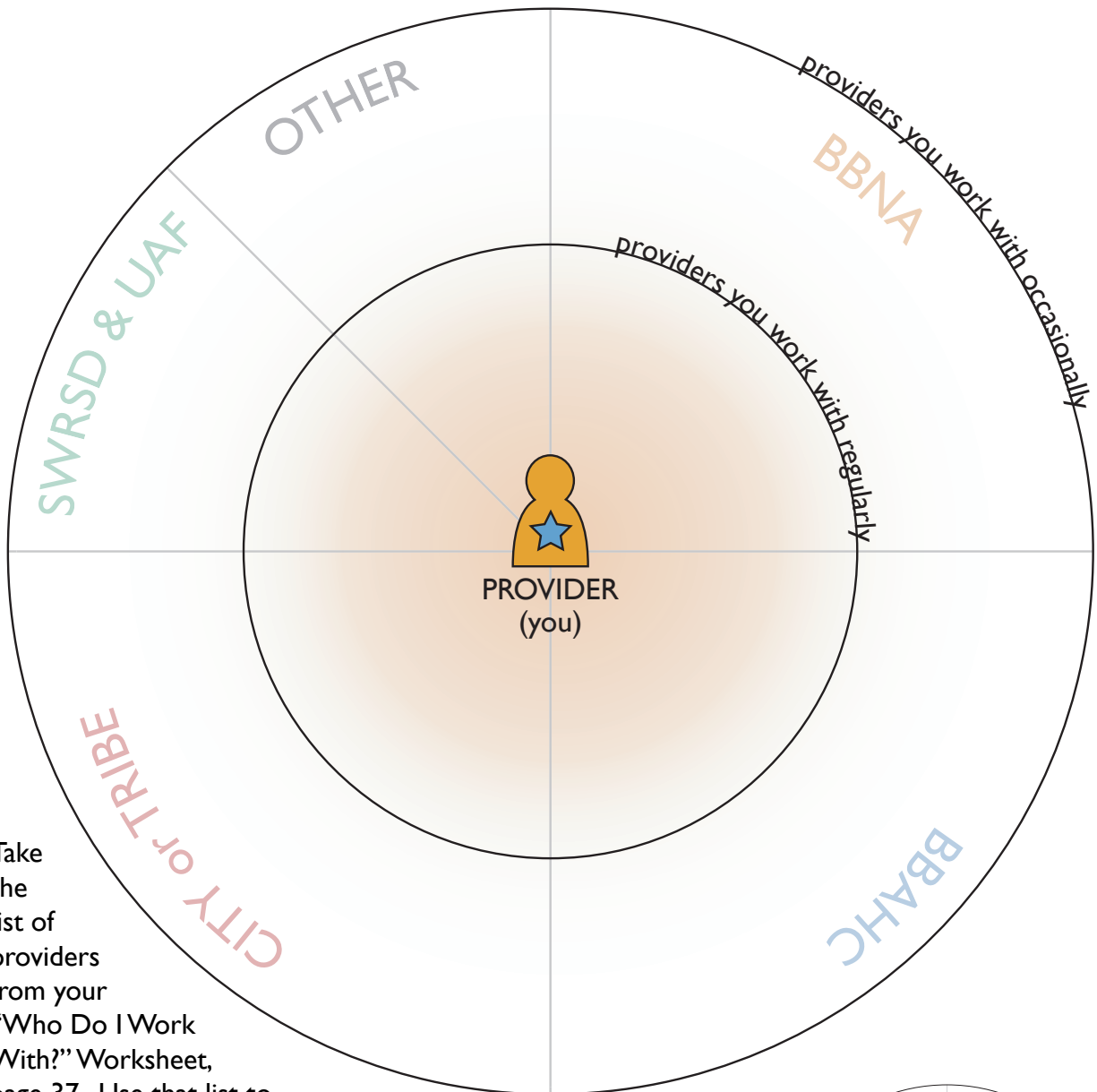
Goal:	Challenge:	Resource:

## “WHO DO I WORK WITH?” WORKSHEET

- Who Works in the Village?
- Who Do I Work With?
- Who Don't I Work With?

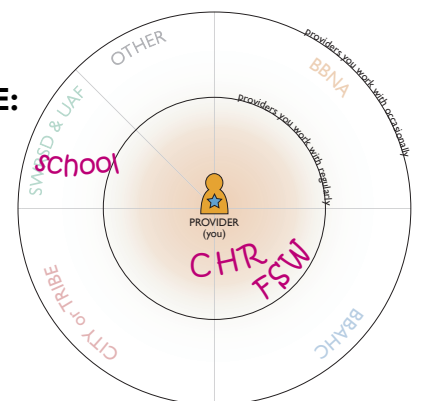
Team Member:	I Work with this Provider...	often	sometimes	hardly ever or never
SAMPLE:TCSW		X		

## “WHO DO I WORK WITH?” Collaboration Circle



Take the list of providers from your “Who Do I Work With?” Worksheet, page 37. Use that list to fill in the above “Collaboration Circle.” Providers you work with often or regularly should be placed inside the small circle, nearest you. Providers you work with sometimes or occasionally should be in the larger circle. providers you work with hardly ever or never should be placed outside the circle. Filling in this worksheet will help you and your team figure out how collaboration happens among service providers in your community.

### SAMPLE:





## LINKING EXERCISE #1

### The Connecting Lines of Your Collaboration Network

**PURPOSE:** This exercise will help map your “Collaboration Network” by showing the links between service providers on your team. The exercise should help each team member visualize links and gaps in service provision. It’s easiest to do this exercise after all team members have made a list of who they work with often, sometimes and hardly ever or never (see worksheets on pages 37 and 38).

The exercise works this way:

- Each person will need equal amounts of red and yellow yarn. You should have as many pieces of yarn as the number of people participating in this exercise with you. If there are 10 people participating, you should have 10 pieces of red yarn and 10 pieces of yellow yarn. Each piece of yarn should be long enough to reach across the circle that you will form as part of this exercise.
- • All exercise participants stand in a circle. Form links between yourself and the other providers that you collaborate with on a **frequent basis** by crossing the circle and handing them one end of one strand of red yarn (while you hold the other). Form a red yarn link **only** to each provider that you work with frequently.
- • Repeat this process using strands of yellow yarn. Yellow strands will go to people that you collaborate with on an **occasional basis**. Do not distribute any yarn strands to individuals that you do not collaborate with or collaborate with very rarely. Discard any yarn strands that you do not distribute.
- Go back to your original place in your circle. Evaluate the connections between yourself and the other providers. Are there some individuals who are holding greater concentrations of red yarn strands? Are there some individuals who are holding greater concentrations of yellow yarn strands? Are there some individuals who have an equal balance of both colors? If you have identified a certain provider as someone you regularly collaborate with, have they reciprocated by linking to you with their own piece of red yarn?
- Where are the links and where are the gaps? Who in the group holds the greatest number of red yarn threads? Who in the group holds the greatest number of yellow yarn threads? Who holds the least? Discuss why some individuals might be involved in highly collaborative relationships with other team members. Why might some individuals be involved in collaborative relationships less frequently? Brainstorm ways that linkages can be enhanced or that gaps in service provision can be bridged.

## LINKING EXERCISE #2

### Mapping Your Collaboration Network

**PURPOSE:** To create a wall-size “Collaboration Map” showing the connections between regional organizations, on-site service providers and itinerant service providers in your village. There is no right or wrong way to do this exercise; it is intended to help people think about who works together in ‘teams’ of providers. A sample of a completed map is provided on the next page.

#### MATERIALS NEEDED:

- Markers
- Tacks or tape or glue
- Handouts - copies of the “Regional Organizations,” “On-Site Services” and “Itinerant Services” sheets from pages 41-43. Make enough copies for all the regional organizations/employers and all the service providers (on-site and itinerant) that operate in your village. They should each have their own sheet.
- Large sheet of butcher paper - this sheet should be large enough to post all copied handouts upon. This can be taped or tacked to the wall for the start of the exercise, or spread on the floor in the middle of the meeting area.

#### EXERCISE:

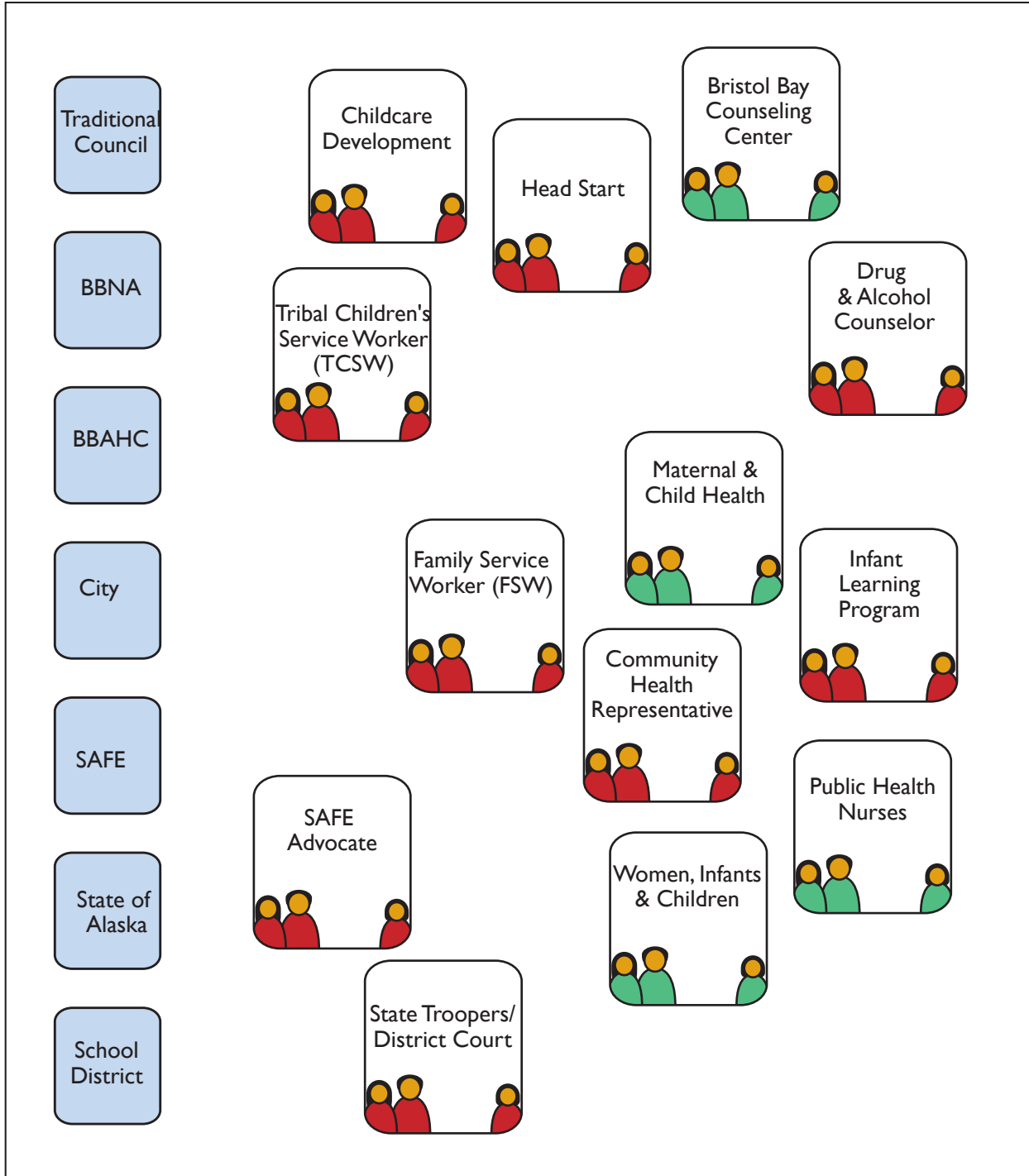
1. On either an “On-Site” or “Itinerant” Service Provider handout (whichever is appropriate), each team member should write her or his name and job title.
2. Next, on a “Regional Organization” handout, each provider should write the name of his or her employer. If several providers work for the same organization or program, they can all share a single “Regional Organization” sheet (for example, “BBAHC” might employ several members of the team, but for this exercise, only make one “BBAHC” sheet).
3. Attach all the “Regional Organization” handouts to the butcher paper. Group them in a line along one edge of the paper (top, bottom, left or right). You have started to build your “Collaboration Map.”
4. The next two steps are the most important ones. Decide how you are going to organize the “Services” part of your map. You can organize service providers in groups by employer, by how often they work together, or by similarity of services offered. Attach everyone’s “Services” handouts to the Collaboration Map according to whichever groupings you choose. Make sure everyone is included.
5. If there are other services - particularly itinerant services - that are missing, add them where appropriate to complete your Collaboration Map.

The final Collaboration Map can be displayed somewhere prominent for everyone to see.

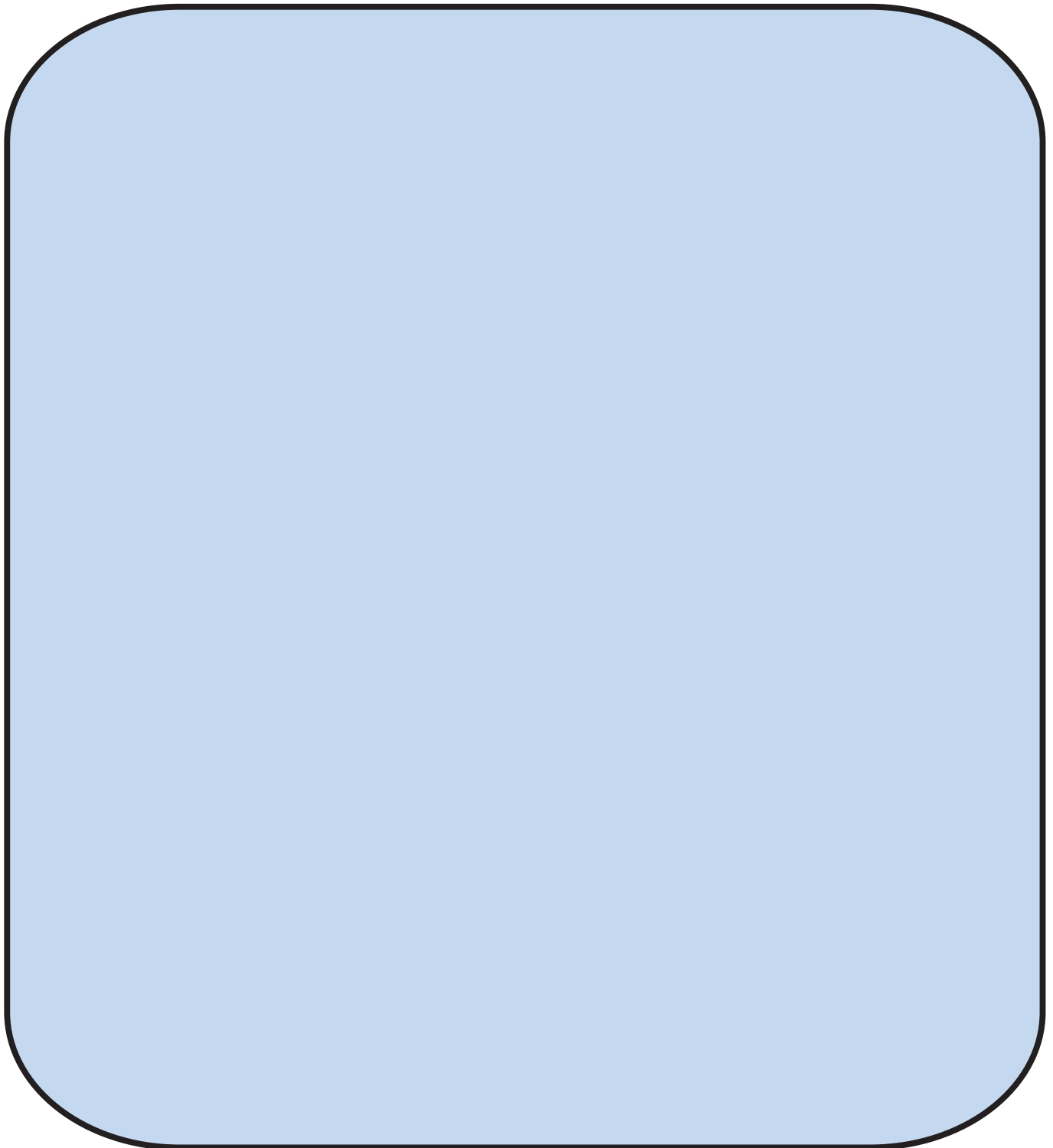


# LINKING EXERCISE #2

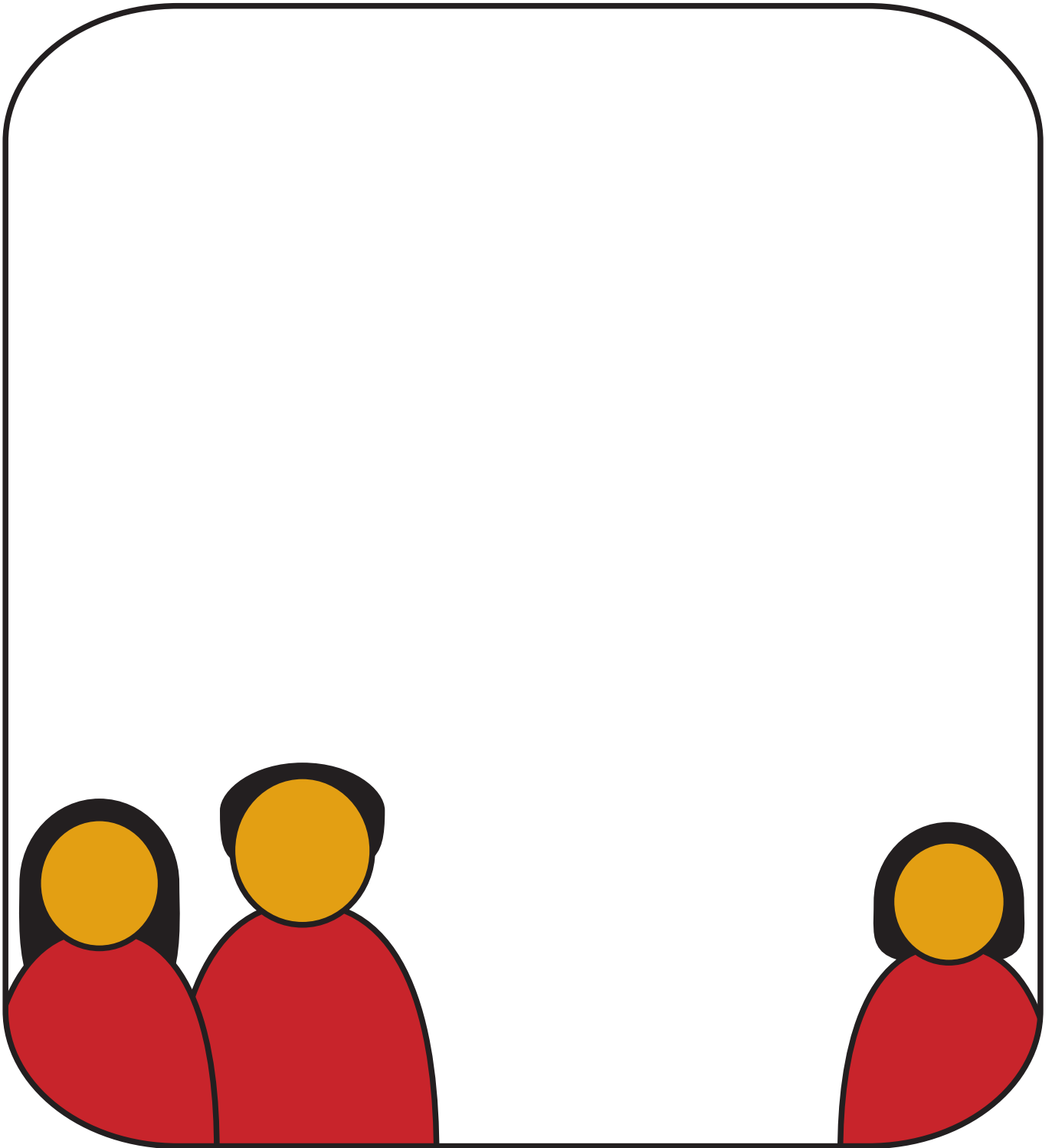
## Sample



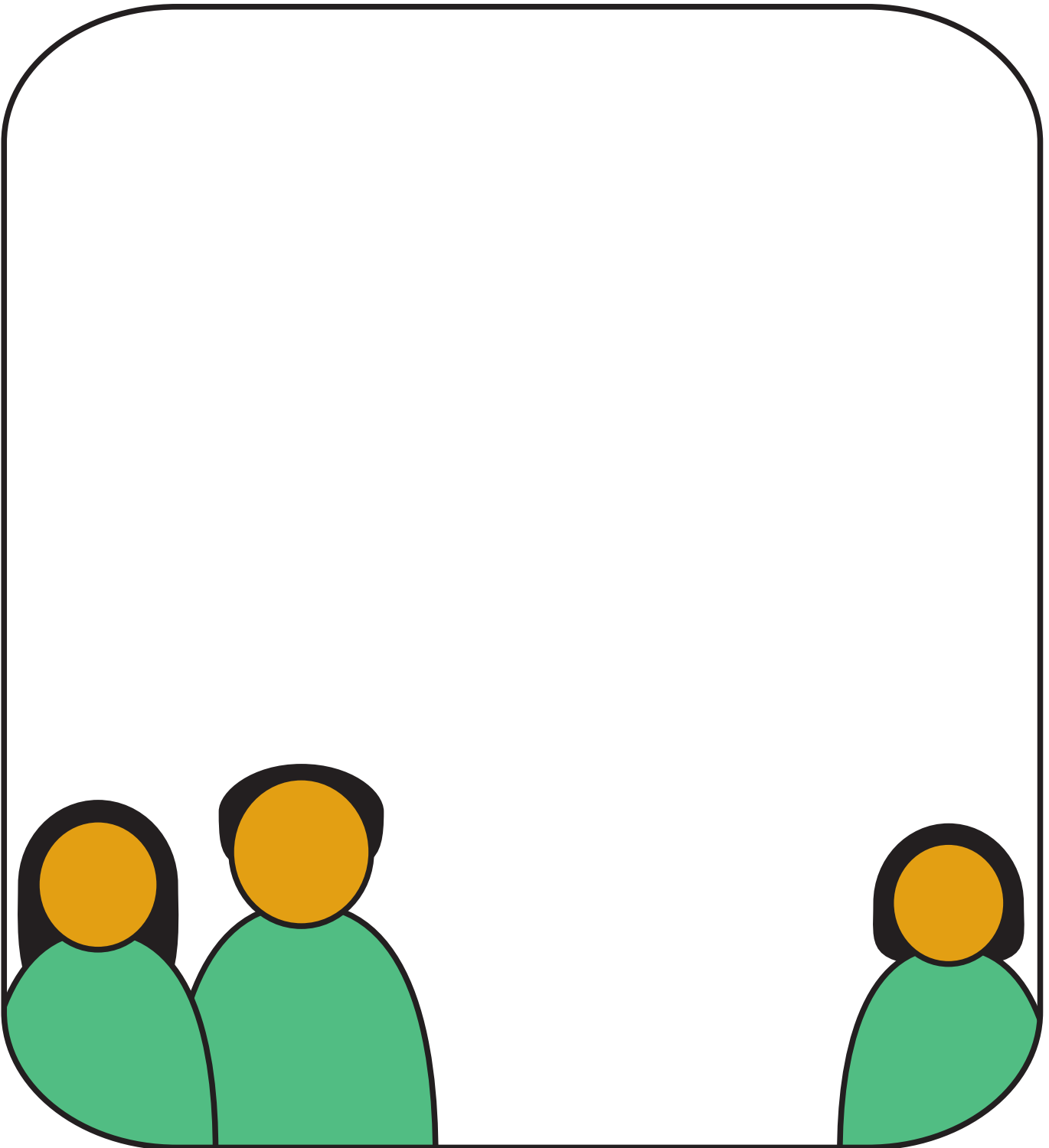
# REGIONAL ORGANIZATION



# ON-SITE PROVIDER



# ITINERANT PROVIDER



## HOW DO I COLLABORATE?

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Collaboration Happens When...
SAMPLE: I participate in a Village Wellness Team

## REAL-LIFE SCENARIOS

### Real-Life Scenarios for Solving Problems Collaboratively

- Your team decides vandalism is the top priority – What are the issues? Who should be involved:
  - Police/VPSO
  - School
  - Boys & Girls Club
  - Parents
  - Tribal Court
  - Youth

Figure out how to involve these providers, what the solutions are to the problem, how to involve the community in the solution, and how to evaluate successes.

- Follow this issue-driven method for addressing your top priorities.
- Discuss as a team how collaboration could be used to solve different issues facing your community. For example:
  - good parenting skills
  - teen substance abuse
  - helmet, gun or water safety
- Use the Action Plan Worksheet to organize a way to address priority issues collaboratively.

# ACTION PLAN

Action Plan for Addressing Community Issues

Action	Persons Responsible	Resources Needed	Timeframe	Desired Outcome

Action Plan for Addressing Team Goals

Action	Persons Responsible	Resources Needed	Timeframe	Desired Outcome

# WELLNESS TEAM MEETING

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**DATE:**

**TIME:**

**PLACE:**

**TOPIC:**

Please call \_\_\_\_\_ with questions.

See you there!



## MORE RESOURCES

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Below are a few trainings that are available to your Wellness Team through various regional organizations. There are many more options to choose from. Please contact BBNA's Wellness Initiative Coordinator to set up a training that meets the needs and interests of your team. Available trainings include:

- “Confidentiality and Collaboration” (including training on HIPAA regulations)
- “Conflict Resolution and Team-Building”
- “Organization & Time Management Skills”
- “Meeting Conduct (including “Constructive Complaining”)
- “Basic Meeting Facilitation”
- “How to Avoid Burnout”

## CONTACT LIST

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Wellness

*Working Together for Wellness in Our Community!*



**BRISTOL BAY  
FAMILY RESOURCE  
PARTNERSHIP**

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