

ENCHIA Policy Evaluation Directions

Each Group will need to have a

- **Note Taker** (responsible for taking notes to be submitted to the timekeeper at the end of the small group session. Please use the “Criteria Worksheet” and “Report Back Worksheet” to record notes. Additional sheets of paper can be attached if necessary).
- **Facilitator/Speaker** (responsible for making sure the directions are followed and reporting back to the ENCHIA Council a summary of the policy evaluations).
- **Timekeeper** (A SFDPH employee will be a timekeeper in each group).

Directions

Once in your small group:

- 1) Establish who will be the note taker and facilitator/speaker.
- 2) Read Policy Brief #1 (Approximately 5 minutes).
- 3) Evaluate the Policy Brief #1 using “Criteria Worksheet” (Approximately 9 minutes).
- 4) Complete “Report Back Worksheet” (Approximately 6 minutes).
- 5) Repeat steps 2-4 for Policy Brief # 2.

Regroup back into full Council:

- 6) Speaker/Facilitator reports back findings to ENCHIA council for Policy Brief #1 (Approximately 2 ½ minutes).

Council Discussion

- 7) Speaker/Facilitator reports back findings to ENCHIA council for Policy Brief #2 (Approximately 2 ½ minutes).

Council Discussion