PHAB Requirements Checklist: Community Health Improvement Plan

Purpose: The purpose of the community health improvement plan is to describe how the health department and the community it serves will work together to improve the health of the population of the jurisdiction that the health department serves. The community, stakeholders, and partners can use a solid community health improvement plan to set priorities, direct the use of resources, and develop and implement projects, programs, and policies.

PHAB requires evidence of the following:

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| **Documentation of Health Improvement Plan Process** | | |
| **Yes** | **Requirement - Does the plan include...** | **Notes/Recommendations** | |
|  | Documentation of the collaborative community health improvement planning process, describing the model used  If no specific model is used, the key steps undertaken that outline the process used should be described |  | |
|  | Evidence that there was broad participation of community partners  representing various sectors of the community  Documentation could be participant lists, attendance rosters, minutes, or membership lists for work groups or subcommittees |  | |
|  | Evidence that data/info from the health assessment were provided to participants in the health improvement planning process to use in their deliberations |  | |
|  | Evidence that stakeholder discussions were held and that they identified issues and themes, including community members’ definition of health and of a healthy community |  | |
|  | A list of issues identified in stakeholder discussions |  | |
|  | Assets and resources identified and considered in the planning process |  | |
|  | A description of the process used by participants to develop a set of priority health issues |  | |

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| **Health Improvement Plan** | | |
| **Yes** | **Requirement - Does the plan include...** | **Notes/Recommendations** | |
|  | Dated within the last five years |  | |
|  | A description of the desired measurable outcomes or indicators of the health improvement effort and priorities for action, from the perspective of community members |  | |
|  | Community health priorities  Must include addressing social determinants of health, causes of higher health risks and poorer health outcomes of specific populations, and health inequities |  | |
|  | Improvement strategies and activities with measurable and time-framed targets |  | |
|  | Strategies that are evidence-based, practice-based, promising practices, or innovative to meet the needs of the community; National state-of-the-art guidance (ex. Healthy People 2020) should be referenced as appropriate |  | |
|  | Policy changes needed to accomplish the identified health objectives |  | |
|  | Designation of individuals/organizations that have accepted responsibility for implementing strategies outlined in the plan  This may include assignments to staff or agreements between organizations planning participants, stakeholders, health care providers, other local governmental agencies, or other community organizations; agreements do not need to be formal |  | |
|  | Consideration of National priorities (for State); National and State priorities (for LHDs); National, State, and Local priorities (for THDs) |  | |

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| **Implement/review (for after the plan is complete –the following is needed as evidence for PHAB)** | | |
| **Yes** | **Requirement – does the health department provide...** | **Notes/Recommendations** | |
|  | A process to track actions taken to implement strategies in the plan |  | |
|  | A tracking report or reports that include the strategies being used, the responsible partners involved, and the status of the efforts or the results of actions taken  Documentation could be a narrative, table, spread sheet, or a combination.  One report or a group of reports dated within the previous 5 years are required |  | |
|  | Documentation of areas of the plan that were implemented by the health department and/or its partners  Examples must identify a specific achievement and describe how it was accomplished  Two examples from within the previous five years are required |  | |

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| **Monitor (for after the plan is complete –the following is needed as evidence for PHAB)** | | |
| **Yes** | **Requirement – does the health department provide documentation of...** | **Notes/Recommendations** | |
|  | An annual evaluation report on the progress made in implementing strategies in the plan; the report should consider the feasibility and the effectiveness of the strategies and/or changing priorities, resources, or community assets.  One example dated within the previous 14 months is required  If the plan has been adopted within the year, a report of a previous plan may be provided or detailed plans for assessment and reporting may be submitted |  | |
|  | Documentation that the plan has been reviewed and revised as necessary based on annual evaluation reports  One example dated within the previous 14 months is required  If the plan was adopted less than a year before it was uploaded to PHAB, the health department may provide revisions of an earlier plan or detailed plans for a revision process |  | |