

Kansas Health Matters

Community Health Needs Assessment (CHNA) Consultant Disclosure

Kansas Health Matters does not recommend for or against the use of private consultants to assist during the development of community health assessments and improvement plans. Many assessments have been completed successfully without the contribution of consultants, while in other instances consultants have provided valuable services.

Kansas Health Matters does not endorse or recommend specific consultants. When the use of a consultant is being explored, we recommend that the following language be used as a tool for local health departments and hospitals to screen potential consultants willing to assist them.

Consultants are encouraged to read this document and complete the recommended preparation steps. Hospitals and health departments that want to enter into an agreement with a private consultant are encouraged to ask the consultant to review and sign this document.

Community Health Assessment Consultant Disclosure

I would like to act as a consultant for your community health assessment (CHNA). To that purpose, I have completed the following tasks and reviewed the following documents:

1. PHAB online orientation: <http://www.phaboard.org/education-center/phab-online-orientation/>
2. PHAB accreditation readiness checklist: <http://www.phaboard.org/wp-content/uploads/National-Public-Health-Department-Readiness-Checklists.pdf>
3. PHAB guide to accreditation: <http://www.phaboard.org/wp-content/uploads/PHAB-Guide-to-National-Public-Health-Department-Accreditation-Version-1.0.pdf>
4. Kansas Health Matters Health Assessment and Improvement Tools page for hospitals: http://www.kansashealthmatters.org/index.php?module=Tiles&controller=index&action=display&alias=Hosp_Info
5. Kansas Health Matters Health Assessment and Improvement Tools page for local health departments: http://www.kansashealthmatters.org/index.php?module=Tiles&controller=index&action=display&alias=HealthDept_Info

6. Kansas Health Matters Training Recording (12.13.11):
<https://cc.readytalk.com/cc/playback/Playback.do?id=2gi726>

7. Crosswalk of required and best practices for community health needs assessments for hospitals and local health departments:
http://assets.thehcn.net/content/sites/kansas/CHA_Health_Department_and_Hospital_Crosswalk_20141017062427.pdf

I commit to assisting local health departments and hospitals in the completion of their Community Health Needs Assessments in ways consistent with the requirements that each institution must meet, in particular those from the Public Health Accreditation Board (PHAB) for local health departments and from the Internal Revenue Services (IRS) for hospitals.

I also commit to providing a clear explanation of the requirements that my engagement will address, and those that clients will be responsible to pursue independently from our agreement.

NAME: _____

TITLE: _____

EMAIL: _____

PHONE: _____

SIGNATURE: _____

DATE: _____