

Purpose of the CHA

The Community Health Assessment provides a comprehensive look at health status and factors that influence health in a community, and is used to guide a plan for improvements. It should be conducted in an orderly and systematic way to allow for a more robust and thoughtful CHIP.

The CHA utilizes:

- Health measures
- Social determinants
- Concerns of community members
- Available resources and assets

CHA Goals

I. Develop a plan

- a) Define the community
- b) Establish the CHA team
 - i. Is there a structure in place that can serve as the CHA team? Do we need to solicit additional members? Who are key stakeholders?
 - ii. Set meeting times
 - iii. Members know expectations of involvement and communication guidelines are set
- c) Identify a target date for distribution of the CHA
 - i. Create a work plan with responsibilities and deadlines
- d) Compare and contrast models for CHA, determine the best approach
- e) Identify factors that predict success and quality of a CHA

2. Conduct the Assessment

- a) Collect primary data
 - i. Surveys, key informant interviews, focus groups
- b) Collect secondary data
 - i. Reference Kansas Health Matters, County Health Rankings, Kansas Information for Communities, etc.
- c) Summarize data to describe demographics and health issues
 - i. Race, ethnicity, population size, income, disparities
- d) Analyze and present data in a community health profile
 - i. Create tables and graphs
 - ii. Include trends, if needed
 - iii. Group health issues by theme, if possible

3. Identify Priorities

- a) Engage and involve community members in the CHA
- b) Set priorities
 - i. Choose the best model for the community
- c) Seek consensus around priorities
 - i. Make sure everyone is on board to move forward with the priorities that were set as a group

4. Write and Disseminate the Report

- a) Write the CHA report
- b) Disseminate the CHA report
 - i. Develop a communications plan
- c) Begin thinking about the CHIP:
 - i. When do we plan to have the CHIP completed?
 - ii. How can we leverage community support?
 - iii. Are there any areas of technical assistance needed for the CHIP?

Consider the following questions for each task below:

- *Have we done this already? If so, what might we have done differently for improvement? How will we ensure we learn from our experiences in the future?*
- *Is Technical Assistance needed to accomplish this task? Is there anyone in our community or professional network with expertise in this area? If not, what are other resources we have access to?*
- *Are these goals realistic and attainable? How will we ensure each task gets accomplished as planned?*

TASK	RESPONSIBILITY	TIMELINE	GOAL	NOTES
<i>Example Task</i>	<i>Sarah and Barb</i>	<i>One Month</i>	<i>05/25/2013</i>	<i>Stakeholder meeting 05/05</i>
1. Develop a Plan				
Define the community				
Establish the CHA team				
Compare and contrast models for CHA				
Determine the best approach				
Identify factors that predict success and quality				
Create work plan				
2. Conduct the Assessment				
Collect Primary Data				
Collect Secondary Data				
Summarize data				
Analyze data and prepare a community health profile				
3. Identify Priorities				
Present community health profile to community members				
Set priorities				
Seek consensus around priorities				
4. Write and Disseminate the Report				
Write the CHA report				
Develop a communications plan				
Begin thinking about how the CHA will inform the CHIP				