
APPENDIX F

CHNA REPORT AND IMPLEMENTATION STRATEGY TEMPLATES

While these templates are consistent with IRS regulations they should not be considered tax or legal advice. It is provided for educational purposes.

COMMUNITY HEALTH NEEDS ASSESSMENT REPORT TEMPLATE

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I. Community Served by the Hospital

- ▶ A definition of the community served by the hospital and description of how the community was determined.

II. Community Health Needs Assessment Process

- ▶ A description of the process and methods used to conduct the assessment.
 - A description of the data and other information used in the assessment.
 - The methods of collecting and analyzing this data and information. In the case of data obtained from external source material, the report may cite the source material rather than describe the method of collecting the data.
 - Any parties with whom the hospital collaborated in conducting the CHNA.
 - Any parties with whom the hospital contracted for assistance in conducting the CHNA.

III. Community Input

- ▶ A description of how the hospital took into account input from persons who represent the broad interests of the community it serves. The description must include:
 - Summary, in general terms, of any input provided by such persons, including how and over what time period such input was provided (for example, whether through meetings, focus groups, interviews, surveys, written comments and between what approximate dates).

- The names of any organizations providing input, and a summary of the nature and extent of their input.
- A description of the medically underserved, low-income, and minority populations being represented by organizations or individuals that provide input. The regulations note that the report does not need to name or otherwise identify any specific individual providing input on the CHNA.
- In the event a hospital solicits, but cannot obtain, input from a source described in IRS regulations the hospital's CHNA report must describe the hospital's efforts to solicit input from such source.

IV. Prioritized Significant Community Health Needs

- ▶ A prioritized description of the significant health needs of the community identified through the CHNA.
- ▶ A description of the process and criteria used in identifying certain health needs as significant and in prioritizing those significant health needs.

V. Potentially Available Resources

- ▶ A description of resources potentially available to address the significant health needs identified through the CHNA.

VI. Evaluation of Impact

- ▶ An evaluation of the impact of any actions that were taken, since the hospital finished conducting its immediately preceding CHNA, to address the significant health needs identified in the hospital's prior CHNAs.

____/____/____

Date adopted by authorized body of hospital

IMPLEMENTATION STRATEGY REPORTING TEMPLATE

I. Organization Mission

- ▶ Description of the organization's mission, including its commitment to access, community health improvement and the needs of those living in poverty.

II. Community Served

- ▶ Description of the geographic areas and populations that will be addressed by the implementation strategy.

III. Implementation Strategy Process

- ▶ Explanation of how the implementation strategy was developed, including who advised or participated in the process. Also, describe how the implementation strategy was adopted by the authorized body of the hospital.

IV. Prioritized List of Significant Health Needs Identified in CHNA

- ▶ Describe the process and criteria used to identify priorities

For each significant health need identified in the CHNA or through other means either describe how the hospital intends to address the health need or why the hospital does not intend to address the need.

V. Significant Health Needs to be Addressed*

For each need to be addressed include:

- ▶ Description of the actions the hospital intends to take to address the health need and the anticipated impact of these actions;
- ▶ Resources the hospital plans to commit to address the health need; and
- ▶ Description of any planned collaboration between the hospital and other facilities or organizations in addressing the health need.

VI. Significant Health Needs Not Addressed*

For each need not addressed include:

- ▶ Health need identified as one the hospital facility does not intend to address and explanation why the hospital facility does not intend to address the health need.

- A brief explanation of the hospital facility's reason for not addressing the health need is sufficient. Such reasons may include, for example, resource constraints, other facilities or organizations in the community addressing the need, a relative lack of expertise or competency to effectively address the need, the need being a relatively low priority, and/or a lack of identified effective interventions to address the need.

_____/_____/_____

Date adopted by authorized body of hospital

ATTACHMENT: CURRENT CHNA REPORT

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