Community Planning: A Checklist for CHNA & CHIP

☐ Establish core CHNA team

☐ Schedule regular meetings

☐ Schedule periodic status updates at executive leadership / hospital board meetings

☐ Review / evaluate previous CHNA and CHIP for inclusion in new CHNA

☐ Determine if CHNA will be joint or single organization (involve all Christus facilities in your region that are required to conduct a needs assessment, such as a Long Term Acute Care facility)

☐ If joint, schedule regular meetings with representatives from each joint partner

☐ Recruit agencies / organizations, both leaders and individuals, to participate in the process

☐ Determine budget for CHNA / CHIP

☐ Decide on consultant

☐ Develop a written contract with consultant that includes timelines, benchmarks and obligations

☐ Determine scope of CHNA (geographic area, priority populations, social determinants)

☐ Use existing data to identify indicators to be included in CHNA

☐ Collect relevant secondary data (based on indicators selected)

☐ Gather primary data (best practices call for utilizing 3 methods)
  - ☐ Surveys / Questionnaires
  - ☐ Key informant interviews
  - ☐ Focus groups
  - ☐ Public forums / town hall meetings

☐ Analyze and interpret data

☐ Identify significant health needs

☐ Prioritize needs (clarify who will participate, what criteria will be used, and how to rank needs)

☐ Community forum(s) to validate prioritization of needs

☐ Write the CHNA report (include all IRS requirements, use graphs / maps / tables as aids, and clearly identify which needs you will address, and how, and which needs you will not address, and why not)

☐ Submit CHNA for board approval by June 30, 2016 (or have it ready for board approval at 1st meeting of FY 2017, but must be done no later than September 30, 2016)

☐ Write CHIP report (include all IRS requirements)

☐ Submit CHIP for board approval (ideally by June 30, 2016 but no later than September 30, 2016)

☐ Widely disseminate approved CHNA and CHIP according to IRS requirements and best practices

☐ Submit digital copies of CHNA and CHIP to system office no later than October 15, 2016 (be sure to include with this a description of program evaluation component and how outcomes are to be measured)