

The following community health needs assessment and health improvement planning (CHNA & HIP) guide consists of basic steps and tools for community assessment and planning. Key elements include an analysis of community health needs and assets and developing a set of priorities and objectives for taking action. The process calls for community-wide participation in shaping decisions about improving the community's health and mobilizing support and resources. The basic steps in the guide are consistent with the assessment and planning requirements in the Public Health Accreditation Board (PHAB) Public Health Standards (Domains 1 and 5) available at <https://phaboard.org/standards-and-measures-for-initial-accreditation/> and the Patient Protection and Affordable Care Act for tax-exempt hospitals at <https://www.irs.gov/charities-non-profits/community-health-needs-assessment-for-charitable-hospital-organizations-section-501r3>. **However, additional documentation is required to demonstrate compliance with PHAB and IRS requirements. See the documents referenced above for specific documentation requirements.**

Build the Foundation

Step 1: Adopt a planning structure and identify resources. The planning structure should include a plan development process and staff/technical support plans.

Step 2: Inform the community about the process and its importance; identify and engage stakeholders. From the beginning, stakeholders need to be consulted and actively involved.

Recommended stakeholders include:*

- Business/industry representatives
- Civic groups
- Local schools and academic institutions
- Emergency management
- Faith-based organizations
- Members of the general public
- Judicial system
- The local board of health
- Local health care providers (e.g., hospitals, clinics, practitioners, veterinarians)
- Food system stakeholders (e.g., farmers, processors, food assistance providers, food retail, waste management)
- Community not-for-profit organizations
- Departments of government (e.g., housing, planning and zoning, economic development)
- Elected official representation
- EMS
- Fire department
- Human service agencies
- Law enforcement
- Media
- Other public health system agencies (e.g., substance abuse, problem gambling, and mental health providers)
- Foundations and philanthropists
- Planning organizations

***Ensure that the interests of such disparate population groups as seniors, ethnic/racial minorities and persons with disabilities are represented.**

Step 3: Identify and secure resources. Resources may include financial and non-financial support from groups whose purposes align with creating a healthier community.

Gather Information on Community Health Status Needs & Assets

- Step 4: Identify data that describes community health status and needs.
- Step 5: Gather and analyze the data and develop a community health needs assessment (CHNA) summary report. Share the report with stakeholders.

A summary report of the needs assessment may include the following:

- Description of the community assessed.
- Description of the assessment process, including how the data were analyzed.
- Summary of the data and analysis/trends.
- Description of identified problems/needs/assets.

Evaluate the Community's Resources and Invite Feedback

- Step 6: With stakeholder assistance, review the key factors that are important for health and well-being as part of setting health priorities and objectives.
- Step 7: Document key points of the stakeholder discussion. Invite broader community participation and input. Include the feedback in the priority decision-making.

Lay Out the Action, Communication and Evaluation Plans

- Step 8: Develop the action plan/health improvement plan (HIP) that includes goals, objectives, and strategies.
- Step 9: Implement, track progress, and sustain the process. Celebrate the milestones.
- Step 10: Establish and implement a plan to communicate health needs and goals to the community.
- Step 11: Annually evaluate the goals, objectives, strategies and indicators. Revise and update the needs assessment and health improvement plan.