

CHAPS Outline

Phase I: Plan the Process

1. Coordinate with the Office of Planning, Partnerships and Improvement.
2. Familiarize yourself with background materials.
3. Communicate with county/regional leadership and staff.
4. Formalize relationships as necessary.
5. Develop a timeline and work plan.
6. Create a project team and designate a project manager.
7. Identify and review existing local needs assessments.
8. Determine resource needs and develop a budget.

Phase II: Identify and Engage Stakeholders

1. Clarify your goals for engaging stakeholders.
2. Design an organizational structure to manage stakeholders.
3. Link with other community initiatives.
4. Identify individual stakeholders and determine their roles.
5. Recruit stakeholders.
6. Engage new stakeholders as the process evolves.
7. Celebrate stakeholder contributions and successes.

Phase III: Conduct a Community Health Assessment

1. Review background materials.
2. Determine the scope of your community health assessment.
3. Develop a community health assessment data gathering outline.
4. Gather quantitative data.
5. Gather qualitative data.
6. Interpret the data and information.
7. Report the results.

Phase IV: Conduct a Capacity Assessment

1. Review available resources and background materials.
2. Determine the scope of your capacity assessment.
3. Gather data and information.
4. Interpret your findings.
5. Report the results.

Phase V: Prioritize Issues

1. Use assessment results to identify issues for consideration.
2. Identify potential strategies to address each issue.
3. Develop a summary presentation of each issue.
4. Identify and engage stakeholders.
5. Plan the prioritization process.
6. Facilitate prioritization meeting(s) to determine PHIP focus areas.

Phase VI: Develop a Public Health Improvement Plan

1. Review your community health assessment, current priorities, past PHIPs and the state PHIP and priorities.
2. Determine the purpose(s) and audience of your PHIP.
3. Develop a planning process that includes key stakeholders.
4. Hold facilitated planning meetings.
5. Develop action plans for each priority issue.
6. Draft the local PHIP.
7. Submit the local PHIP.
8. Disseminate the PHIP.

Phase VII: Implement, Promote and Monitor the Plan

1. Determine organizational structure and process for implementing, evaluating, and communicating the work.
2. Review and refine your action plan(s).
3. Prepare for implementation.
4. Prepare for evaluation.
5. Make mid-course corrections based on evaluation results.
6. Develop a plan to communicate about implementation and evaluation.

Phase VIII: Inform and Participate in Statewide Public Health Improvement Planning

1. Share local/regional PHIP content with statewide partners (through plan submission, reporting, and collaboration).
2. Participate in statewide planning opportunities.
3. Communicate with stakeholders about the statewide plan.