Putting It All Together:
Writing Your IPLAN

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1:30 – 3:00 PM
Webinar

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Training Objectives

- Consider the various "audiences" or "end-users" for IPLAN
- Identify required components to include in your IPLAN submission
- Understand supplemental components that are optional to include in the IPLAN
- Avoid common issues and challenges related to IPLAN compilation and submission

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What is IPLAN?
Illinois Project for Local Assessment of Needs

- Series of planning activities conducted within the local health department (LHD) jurisdiction every 5 years.
- Developed in collaboration with local health departments and other Illinois public health system partners
- Launched in 1994 by the Illinois Department of Public Health (IDPH)
- Developed to meet a core requirement set forth in the Certified Local Health Department Code.

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Audiences for IPLAN

- Local Health Department
- BOH
- Key Stakeholders within the Local PH System
- Community At-Large
- IDPH

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Hard Copy vs. Online
What's the best way to reach all of your audiences?

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Explanation of Icons

Indicates a required component for Certification requirements.

Indicates an optional component, not required by IDPH.

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Start Early!

✓ Maintain good records of meetings, results and work completed both electronically and in paper files.

✓ Write summaries as you go.

Tip from the Field

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Create an outline and then a template to plug information into it as you go.

Tip from the Field

✓ Outline should include clear headings.

✓ Ensure outline/template includes a place for all IPLAN requirements.

✓ Write summaries as you go.

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Don't forget to include a Table to Contents for easy reference!

Basic Outline for IPLAN

I. Executive Summary
II. Documentation of Completion and BOH Review of Organizational Capacity Assessment
III. Community Health Needs Assessment
   A. Purpose Statement
   B. Description of Community Participation
   C. Methods
   D. Results
   E. Priorities
IV. Community Health Plan
   A. Documentation of BOH Adoption
   B. Purpose Statement
   C. Community Participation
   D. Community Health Plan Process
   E. Description of Priorities
   F. Analysis of Priorities
   G. Objectives/Interventions for Priorities
V. Appendix

This is merely a suggested basic outline that includes IPLAN requirements.

Make your outline work for you and your audiences!

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Executive Summary

Not a required component, rather something many LHDs include for their readers (other LHD staff, community, stakeholders etc.)

- Explanation of IPLAN
  - Purpose / Definition / Model used
- Contextual background may include
  - State Health Improvement Plan (SHIP) linkage
  - Community Health Rankings linkage
  - Past IPLAN priorities and progress made
- Summary of the IPLAN
  - Assessment findings
  - Priorities selected

If you read nothing else, read ME.... The Executive Summary.

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Organizational Capacity Assessment

- **Do not submit the actual self-assessment!**
- Documentation from an authorized representative that the Organizational Self-Assessment was completed and reviewed by the Board of Health
- May be combined with documentation of BOH adoption of Community Health Plan.

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Community Health Needs Assessment

Must have a community health needs assessment that systematically describes the prevailing health status and health needs of the population within the local health department's jurisdiction.

- Purpose
- Community Participation
- Methods
- Results
- Priorities

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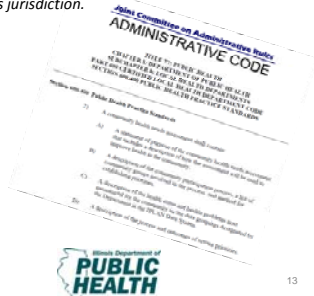
Purpose Statement

- Must include a description of how the assessment will be used to improve health in the community.

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Community Participation

Must include community participation in the health needs assessment process in order to facilitate the identification of community health problems and the setting of priorities from those problems.

- Describe the
- community
- participation process
- List the community groups involved in the process.

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Assessment Methods
(seven data groupings)

Minimum requirement is to include an analysis of data contained in the IPLAN Data System provided by IDPH for assessment purposes.

- Demographic and Socioeconomic Characteristics
- General Health and Access to Care
- Maternal and Child Health
- Chronic Disease
- Infectious Disease
- Environmental/Occupational/ Injury Control
- Sentinel Events

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Results of the Health Status

- Clearly demonstrate review and analysis of the 7 data groupings designated in the IPLAN Data System
- Describe any additional data (including data sources) that was analyzed.
- Provide an adequate description of the health status and health problems most meaningful for the community ….Describe what you found during analysis to define health status.

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Summarizing Data Findings

- Analyze the results! Do not just present raw data.
- Determine which indicators and findings provide you with the most meaningful information for your area and focus on that in summary.
- You can use charts, graphs and other visuals in addition to narrative to help tell the story.

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Additional Assessment Methods

Beyond the analysis of data found in the IPLAN Data System, communities may choose to collect and analyze additional data and information as part of their assessment.

- Surveys
- Focus Groups
- Interviews
- Local Public Health System Assessment (NPHPSP)
- Forces of Change or SWOT Analysis
- Photo Voice….and more!

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- Describe the process
  - **Who** participated?
  - **What** was the method?
  - **When** was this conducted?
  - **Where** was this conducted?
  - **Why** was this conducted?
  - **How** was this conducted?

  What does the reader need to know to see info as credible, understand the relevance and how it relates to understanding the health of the community?

- Summarize the results
  - Salient and meaningful information for your community after analyzing the results
  - Any conclusions drawn
- May include other detailed info or data collection tools (i.e. survey) in Appendix

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Summarize and write up each component of your assessment as you complete it.

Tip from the Field

- ✓ *Some LHDs recommend having different people assigned to different parts of the assessment and writing the resulting summary*
- ✓ *Other LHDs recommend one person write all.*
- ✓ *Regardless, all recommend writing as you go!*

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Prioritization Method

- **Who** was involved? Describe the community involvement in the prioritization process.
- **How** did you prioritize? Describe the process used to prioritize health problems and needs.

Throwing darts is NOT a prioritization method!

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Prioritization Results

- Description of the priority ranked community health needs (based on analysis of data and input from the community)
- Minimum of 3 priority health needs must be described.

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Community Health Plan

Develop plans and policies to address priority health needs by establishing goals and objectives to be achieved through a systematic course of action that focuses on local community needs and distribution of resources, and involves the participation of constituents and other related governmental agencies. Must develop a community health plan that addresses at least 3 priority health needs.

- Documentation of BOH Adoption
- Purpose Statement
- Community Participation
- Community Health Plan Process
- Description of Priorities
- Analysis of Priorities
- Objectives and Intervention(s) for Priorities
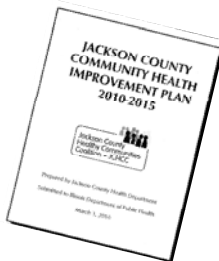
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Documentation of BOH Adoption

- Must provide documentation of the local jurisdiction Board of Health adoption of the Community Health Plan.
- Documentation should be dated and signed by the BOH.

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Purpose

- Must include a statement of purpose that includes how the plan will be used to improve the health of the community.

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Community Participation

The local health department shall utilize community participation to assist in the development of the community health plan.

- Describe the community participation process
- List the community groups involved in the process.

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Community Health Plan Process

- Describe the process used for developing the community health plan.
  - ✓ Who?
  - ✓ What?
  - ✓ When?
  - ✓ Where?
  - ✓ Why?
  - ✓ How?

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Description of Priorities

- Importance of the priority health need...why selected?
- Summarized data and information on which the priority is based
- Analysis to identify the population groups at risk of poor health status within the jurisdiction
- The relationship of the priority to Healthy People 2020 National Health Objectives
- Factors influencing the level of the problem: risk factors, direct and indirect contributing factors
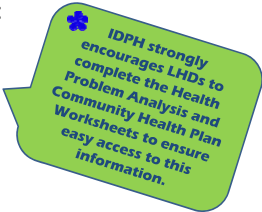
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Analysis of Priorities

For each of the 3 priorities:
- ✓ Risk Factors
- ✓ Direct Contributing Factors
- ✓ Indirect Contributing Factors
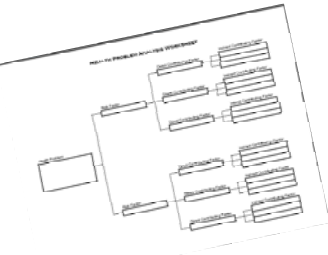
IDPH strongly encourages LHDs to complete the Health Problem Analysis and Community Health Plan Worksheets to ensure easy access to this information.

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Health Problem Analysis Worksheet

Risk Factor - *Scientifically established factor (determinant) that relates directly to the level of a health problem. A health problem may have any number of risk factors identified.*
Direct Contributing Factor - *Scientifically established factors that directly affect the level of a risk factor.*
Indirect Contributing Factors - *community-specific factors that directly affect the level of the direct contributing factors. These factors can vary greatly from community to community.*

Link to Health Problem Analysis Worksheets in Excel or Word:
http://www.iphi.nonprofitoffice.com/index.asp?Type=B_BASIC&SEC={2F487CE1-F77A-4A48-85CB-548F9302C7F3}

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Objectives and Interventions

- For each health priority, you must include a minimum of the following:
  - One measurable Outcome objective (5 yr.) related to the health priority
  - One measurable Impact objective related to each outcome objective
  - One Proven Intervention Strategy related to each impact objective
    - Community resources that will contribute to implementation
    - Estimated funding needed for implementation
    - Anticipated sources of funding

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Community Health Plan Worksheets

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Appendix

- Completed Worksheets
- Meeting Minutes
- Participant Lists
- Data Collection Tools
  (i.e. surveys, interview questions etc.)
- Detailed Data Reports

May include any reference material or additional or more detailed info. Think about your audiences and what they may be interested in knowing more about.

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How to Submit Your IPLAN

- 1 electronic Copy and 1 hard Copy submitted
- Application shall be made at least 8 weeks prior to certification termination
- Tom Szpyrka

  IPLAN Administrator
  Illinois Department of Public Health
  525 West Jefferson
  Springfield Illinois

- Submit with all additional Certification Application requirements

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- Test your IPLAN with some readers! Have a person or multiple people that represent your audiences read through for understanding and completeness.
- Take advantage of the IDPH pre-review process.

Tip from the Field

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Tips and Reminders from IDPH

- Use page numbers!

- Pre-review process.

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Additional Resources

- Training to Support IPLAN:
  - Webinars on the IPLAN Website: http://app.idph.state.il.us/Resources/training.asp?menu=3

COMING SOON!

- Updated IPLAN Workbook

- IPLAN Basics Classroom-based Training

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Q and A

Join us for a live Q and A session.

Dial – 1 (888) 278-0296
Enter Passcode – 1501880#

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If you have training or technical assistance
follow-up needs, contact:

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