



ILLINOIS DEPARTMENT OF PUBLIC HEALTH

Local Health Department (LHD) certification application

CERTIFICATION IS AN ELIGIBILITY REQUIREMENT FOR LOCAL HEALTH PROTECTION GRANTS AWARDED BY THE DEPARTMENT.

THE PURPOSE OF THIS FORM IS TO ADVISE THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH OF ALL CERTIFICATION ACTIVITIES BY THE LOCAL HEALTH DEPARTMENT FOR WHICH A MINIMUM CERTIFICATION QUALIFICATION STANDARD HAS BEEN ESTABLISHED VIA CERTIFIED LOCAL HEALTH DEPARTMENT ADMIN CODE.

A DETERMINATION AS TO WHETHER THE APPLICANT MEETS ALL REQUIREMENTS WILL BE MADE AND RETURNED TO THE ORIGINATOR WITHIN 60 DAYS OF RECEIPT OF COMPLETED FORMS. SUBMIT THIS FORM AND ALL ATTACHMENTS TO: ILLINOIS DEPARTMENT OF PUBLIC HEALTH, IPLAN ADMINISTRATOR

✉ DPH.IPLAN@ILLINOIS.GOV

LINKS TO ADMINISTRATIVE CODE GOVERNING LHD CERTIFICATION

CERTIFIED LHD
ADMIN. CODE

CERTIFICATION

PUBLIC HEALTH
PRACTICE STANDARDS

REQUIREMENTS FOR IPLAN OR
EQUIVALENT PLANNING PROCESS

DENIAL, SUSPENSION OR
REVOCAION OF CERTIFICATION

DATE DROP DOWN AND SELECT DATE

PLEASE FILL IN

LOCAL HEALTH DEPARTMENT:

CERTIFICATION

NEW LOCAL HEALTH DEPARTMENT:

DATE CURRENT CERTIFICATION EXPIRES

LHD INFORMATION

ADDRESS

PHONE #

CITY

STATE, ZIP CODE

LHD WEBSITE

COUNTIES SERVED

ADMIN NAME

ADMIN EMAIL

APPLICANT STATEMENT BY AUTHORIZED OFFICIAL

To the best of my knowledge, the information contained in this application is true and correct. Documentation exists to demonstrate compliance with the Certified Local Health Department Code [\(77 Ill. Adm. Code 600\)](#) and is available for inspection by the Illinois Department of Public Health.

FIRST NAME

LAST NAME

TITLE

SIGNATURE

DATE DROP DOWN AND SELECT DATE

COMPLIANCE WITH SUBPART C: PERSONNEL REQUIREMENTS

1. [Section 600.300 \(a\)](#) Executive Officer
- a) *Certified local health department shall have an executive officer. The Department shall approve any individual as an executive officer of a local health department if the individual meets the minimum qualifications for either a Public Health Administrator set forth in [Section 600.310](#) or Medical Health Officer as set forth in [Section 600.320](#)*
- 1a. **Does the local health department have a Chief Executive Officer that meets the minimum qualifications?**
 Yes No
- 1b. **If yes, indicate the title for which the Chief Executive officer is qualified (check one).**
- Public Health Administrator [Section 600.310](#)
- Medical Health Officer [Section 600.320](#)

Name of Chief Executive Officer:

- 1c. **Attach the notice of Personnel Information Form (PIF) approval from IDPH** **CLICK TO ATTACH**
- 1d. **If no, explain the current circumstances and describe what actions are being taken to employ a Chief Executive Officer.**

COMPLIANCE WITH SUBPART D: PRACTICE STANDARDS

2. [Section 600.400 \(a\)](#)
- Assess the health needs of the community by establishing a systematic needs assessment process that periodically provides information on the health status and health needs of the community.*
- 1). *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 shall be conducted at least once every five years.*
- A) *The assessment shall be conducted through completion of [IPLAN](#) or an equivalent to IPLAN that meets the requirements set forth in [Section 600.410](#).*
- B) *The assessment shall, at a minimum, include an analysis of data contained in the [IPLAN Data System](#) provided by the Department for assessment purposes.*
- C) *The assessment shall 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 among those health problems.*
- D) *Community Health needs shall be identified during the community health needs assessment process based on the analysis of data describing the health of the population and on the judgment of the community participants concerning the seriousness of the health problems and needs. The identified health needs shall be priority ranked. Prioritization shall result in the establishment of at least three priority health needs.*



2. A community health needs assessment shall contain:
- A) A statement of purpose of the community health needs assessment that includes a description of how the assessment will be used to improve health in the community.
 - B) A description of the community participation process, a list of community groups involved in the process, and method for establishing priorities.
 - C) A description of the health status and health problems most meaningful for the community in the data groups designated by the Department in the [IPLAN Data System](#).
 - D) A description of the process and outcomes of setting priorities.

2a. Has the local health department complied with [Section 600.400 \(a\)](#), submitted its community needs assessment to the Department?

Yes No

2b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(a\)](#).

3. [Section 600.400 \(b\)](#)

Investigate the occurrence of adverse health effects and health hazards in the community by conducting timely investigations that identify the magnitude of health problems, duration, trends, location and populations at risk.

3a. Does the local health department comply with [Section 600.400 \(b\)](#) ?

Yes No

3b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(b\)](#)

4. [Section 600.400 \(c\)](#)

Advocate for public health, build constituencies and identify resources in the community by generating supportive and collaborative relationships with public and private agencies and constituent groups for the effective planning, implementation and management of public health activities. The local health department shall develop and strengthen communication with units of government, health-related organizations, health providers, citizens, and news media.

- 1). *The local health department shall meet at least annually with representatives of health-related organizations within its jurisdiction to define inter-organizational roles and responsibilities.*
- 2). *The local health department shall disseminate health reports that have been developed by the local health department to the board of health, county board or other legislative bodies within its jurisdiction, the media, and the public.*

4a. Does the local health department comply with [Section 600.400 \(c\)](#) ?

Yes No

4b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(c\)](#) .

5. [Section 600.400 \(d\)](#)

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 equitable distribution of resources, and involves the participation of constituents and other related governmental agencies. Develop a community health plan that addresses at least three priority health needs, identified pursuant to [Section 600.400](#) during each certification period.

- 1). *The local health department shall include in its community health plan an analysis to establish risk factors and contributing factors for each priority health needs, to determine the adequacy of existing resources, and to identify population groups at risk of poor health status within the local health department's jurisdiction.*
- 2). *The community health plan shall present measurable objectives and strategies for intervention for each priority health need.*
- 3). *The local health department shall utilize community participation to assist in the development of the community health plan.*
- 4). *In jurisdictions where a board of health exists pursuant to [Section 5-25012](#) of the Counties Code (Ill. Rev. Stat. 1991, ch. 34, par. 5-25012) [55 ILCS 5/5-25012]; Division 16 or 17 or the Illinois Municipal Code (Ill. Rev. Stat. 1991, ch. 24, par. 11-16-1 and par. 11-17-1 through 11-17-12) [65 ILCS 5/11-16-1 and 5/11-17]; or the Public Health District Act (Ill. Rev. Stat. 1991, ch. 111 ½, par. 0.01 et seq.) [70 ILCS 905], the local health department shall present the community health plan to the board of health for its review. A community health plan shall be adopted by the board of health.*
- 5). *The local health department shall submit the community health plan to the Department. The plan shall contain:*
 - A) *A statement of purpose of the community health plan that includes how the plan will be used to improve the health of the community;*
 - B) *A description of the process used to develop the community health plan;*
 - C) *A description of each priority including the importance of the priority health need, summarized data and information on which the priority is based, the relationship of the priority to Healthy People 2000 National Health Objectives and subsequent revisions and factors influencing the level of the problem (e.g., risk factors, contributing and indirect contributing factors);*
 - D) *Community Health needs shall be identified during the community health needs assessment process based on the analysis of data describing the health of the population and on the judgment of the community participants concerning the seriousness of the health problems and needs. The identified health needs shall be priority ranked. Prioritization shall result in the establishment of at least three priority health needs.*
 - E) *At least one measurable impact objective related to each outcome objective; and*
 - F) *At least one proven intervention strategy to address each impact objective. The description should include a discussion of: community resources that will contribute to implementation, estimated funding needed for implementation, and anticipated sources of funding.*

5a. Has the local health department complied with [Section 600.400 \(d\)](#) submitted its community health plan to the Department, and received Department approval of the plan?

Yes No

5b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(d\)](#).

6. [Section 600.400 \(e\)](#)

Manage resources and develop organizational structure through the acquisition, allocation and control of human, physical and fiscal resources; and maximizing the operational functions of the local public health systems through coordination of community agencies' efforts and avoidance of duplication of services.

- 1). *The local health department shall, at least once every five years, perform an organizational capacity self-assessment that meets the requirements set forth in Section 600.410. The local health department shall provide the Department with a statement signed by an authorized representative indicating that the organizational capacity self-assessment was completed by the local health department and reviewed by the board of health.*
- 2). *The local health department shall maintain a current organizational chart which includes all functional elements of the organization and their relationship to each other.*
- 3). *The local health department shall maintain current written job descriptions, minimum qualifications for each position, and written plans or policies regarding staff recruitment, selection, development, and retention.*

6a. Has the local health department complied with [Section 600.400 \(e\)](#) ?

Yes No

6b. If yes, please attach a copy of the statement indicating that the organizational capacity self-assessment was completed and reviewed by the board of health.

 [CLICK TO ATTACH](#)

6c. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(e\)](#).

7. [Section 600.400 \(f\)](#)

Implement programs and other arrangements assuring or providing direct services for priority health needs identified in the community health plan by taking actions which translate plans and policies into services.

7a. Does the local health department comply with [Section 600.400 \(f\)](#) ?

Yes No

7b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(f\)](#) .

8. [Section 600.400 \(g\)](#)

Evaluate programs and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with plans and policies, and provide feedback on inadequacies and changes needed to redirect programs and resources.

- 1). *The local health department shall conduct periodic reviews of programs, services, and personnel to demonstrate compliance with applicable professional and regulatory standards.*
- 2). *The local health department shall conduct monitoring of programs to assess achievement of mandated programs and progress towards meeting community health objectives as stated in the community health plan.*

8a. Does the local health department comply with [Section 600.400 \(g\)](#) ?

Yes No

8b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(g\)](#) .

9. [Section 600.400 \(h\)](#)

Inform and educate the public on public health issues of concern in the community, promoting an awareness about public health services availability, and health education initiatives which contribute to individual and collective changes in health knowledge, attitudes and practices towards a healthier community.

9a. Does the local health department comply with [Section 600.400 \(h\)](#) ?

Yes No

9b. If no, explain the current circumstances and describe what actions are being taken to be in compliance with [Section 600.400 \(h\)](#) .