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IPLAN Training Session 1: Purpose Statement and Description of the Community Participation Process (CHNA)

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This session is being recorded.

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IPHI and Peer Presenters

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Agenda

- Welcome and Introductions
- Statement of Purpose
 - Requirements
 - Mission, Vision, and Guiding Principles
- Community Participation Process
 - Purpose
 - Community Health Committee
 - Methods for gathering community input
 - Sharing CHNA results and prioritization
- Closing

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Learning Objectives

Participants will be able to...

1

Develop an effective Statement of Purpose that describes how the CHNA will be used to improve health in the community

2

Apply best practices for engaging the community in the assessment and prioritization of the health problems

Group Agreements

- Actively participate
- Take space/ Make space
- Seek to understand different perspectives.
- Allow facilitator to move conversation along
- Ask questions in the chat or raise hand
- We can "park" items we cannot address today and get back to you
- What else?



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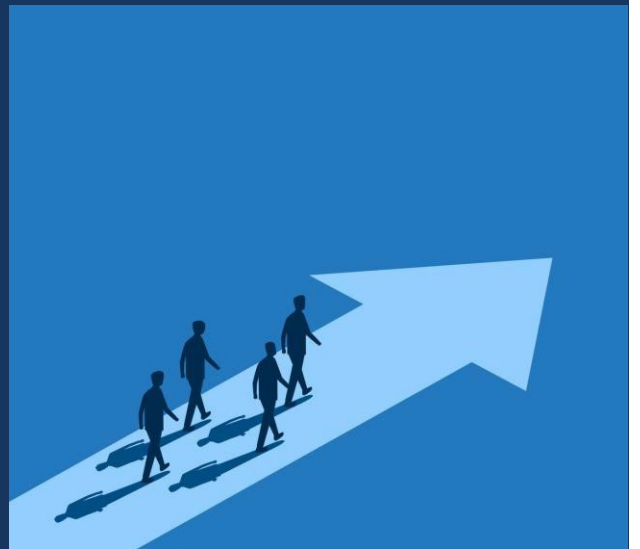
IPLAN Requirements

- Certification Application via [LHD Certification Application](#)
 - Electronic version of IPLAN (Community Health Needs Assessment and Community Health Improvement Plan)
 - IPLAN must include page numbers and table of contents
 - Board of Health (BOH) approval letter:
 - The IPLAN approval
 - BOH - Organizational Self-Assessment Plan
 - [IPLAN substantial compliance evaluation](#)
 - **LHD completes**
 - **LHD Name (on first page)**
 - **Health Priorities (on first and as applicable for pages 3-6)**
 - **Page numbers for substantial compliance review (if there is something missing, LHD will provide comments to explain, for example, data is not available)**
- ° Applicable new [Personnel Information Form \(PIF\)](#)

Visit:
<https://app.idph.state.il.us/>

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Statement of Purpose



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Statement of Purpose Requirements

Admin Code Requirements	Admin Code Compliance
600.400.2.a. A statement of purpose of the Community Health Needs Assessment that includes a description of how the assessment will be used to improve the health in the community.	The statement of purpose includes a description of how the community’s health will be improved.

Statement of Purpose

Serves as a foundational step for IPLAN. APEX-PH does not have a defined process for accomplishing this requirement, but there are many tools for a mission, vision, and guiding principles to inform this step:



Mission

Opportunity to engage the community in defining a **mission** for convening



Vision

Opportunity to assess the community's health needs and articulating a **vision** or desired future state



Guiding Principles

Guiding principles can help establish the way you work together and with the community, support the approaches used, and steer decision-making.

Mission

Mission statement should clarify the purpose of the IPLAN and indicate what the IPLAN does and why.

A mission statement typically describes:

It should answer the question: "Ultimately, what are we here to do?"

Impact

What do you want to achieve in the long run?

Audience

Who is the target group or beneficiaries of your work?

Methods

How do you reach the audience and achieve the impact?



Vision

The ideal future
state

Describes what the community should look like as a result of successfully implementing strategies to fulfill the mission and achieves the IPLAN's full potential.

It is intended to be inspirational and a picture of the future.



Guiding Principles

Core beliefs, standards, characteristics, and ethical ideologies

Intended to ground and drive the way community members, public health system partners, and other sector representatives work collaboratively

Should influence decision-making and approaches to the work

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Describing the Statement of Purpose

1

Form a committee to lead the development

2

Brainstorm and draft statements with the committee by asking guiding questions

3

Draft and refine statements based on the responses to the questions

4

Integrate the statements and align them with the CHNA.

Step 2: Brainstorm and draft statements with the committee

Mission Statement Questions

- What is our purpose for coming together to assess the needs of the community?
- Why are we conducting an assessment?
- What are the intended benefits?
- How do we intend to conduct and use the assessment?
- How will the assessment improve the health and well-being of the community?

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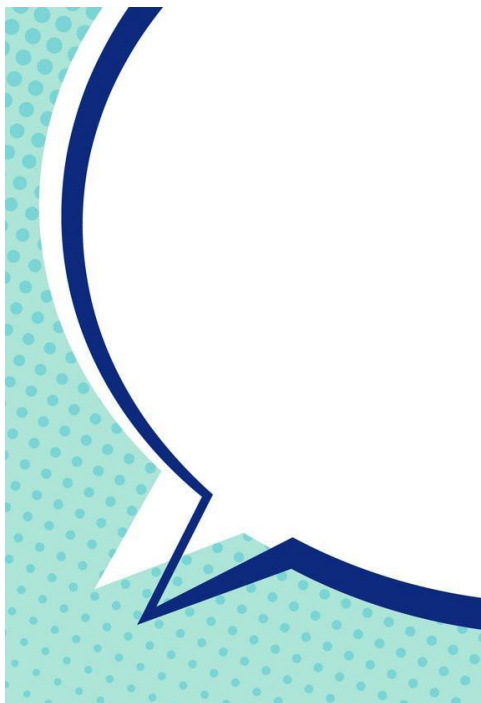
Vision Statement Questions

- As a result of conducting an assessment and addressing priorities to improve the community, what does the ideal future state include?
- What does a healthy community look like in the future?
- What is the ideal impact we want to have on the community?
- What do we hope the community will look, feel, and sound like in the future?

Guiding Principles Questions

- What are our common beliefs about our community and the health of our community?
- What values or principles should guide the way we work, make decisions, and act together?
- What are important declarations about who we are and what we do that should be defined?
- What values must we uphold to ensure equitable participation?

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Breakout Groups

- Have you created a mission, vision, and guiding principles with the community for your IPLAN?
- What was the process?
- How have you engaged community members?

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Step 3: Refine Statements

Example mission format:

"The mission of [collaborative name/project name] is to [what you plan to do] for [whom] by [how] in order to [why]"

Example vision format:

"We envision a [descriptive statement] community where [desired future state]"

Example guiding principles format:

"We believe [core values and beliefs]. We strive to or we conduct ourselves according to [desired behavior or function]"

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Example - Statement of Purpose

Will County Health
Department

Vision Statement: Achieving equitable and optimal health in body and mind for all Will County residents

Mission Statement: The Will County MAPP Collaborative will assess the health needs of the community and develop, implement, and evaluate initiatives to promote the highest quality of life for all residents.

Values:

- Health Equity
- Collective Impact
- Respect
- Communication
- Quality
- Inclusiveness

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Example of the Statement of Purpose

DeKalb County

“This CHNA aims to identify prevalent health needs among residents in DeKalb County, illuminating health disparities that particularly affect medically underserved, low-income, and uninsured populations. CHNA insights will inform the development of new strategies with the goal of advancing public health and well-being within our communities.”

Community Participation Process



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Community Participation

Definition from Administrative Code 600.100

"Community participation" means involvement by representatives of various community interests and groups. (Agency

Note: Examples of such interests or groups are ethnic and racial groups, the medical community, mental health and social service organizations, the cooperative extension service, schools, law enforcement organizations, voluntary organizations, the clergy, the business community, economic development agencies, unions, disabled persons and senior citizens.)

Community Participation Requirements

Admin Code Requirements	Admin Code Compliance
600.400.a.1.C. The assessment shall include community participation in the Community Health Needs Assessment (CHNA) process in order to facilitate the identification of community health problems and the setting of priorities from among those health problems.	Community participation is used to both identify problems and set priorities.
600.400.a.1.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.	
600.410.a.1. The process shall involve community participation in the identification of community health problems, priority-setting, and completion of the Community Health Needs Assessment and Community Health Plan.	



Community Participation Requirements

Admin Code Requirements	Admin Code Compliance
600.400.a.2.B. A description of the community participation process, a list of community groups involved in the process, and a method for establishing priorities.	All parts are described clearly and in detail.
600.410.a.1. The process shall involve community participation in the identification of community health problems, priority-setting, and completion of the Community Health Needs Assessment and Community Health Plan.	Community participation is utilized in the setting of objectives.

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Importance of Community Participation

Community Health Committees can:

Inform the assessment process/methods

Engage other community partners

Raise community issues from the local perspective

Interpret and share data more broadly

Bring valuable influence and resources

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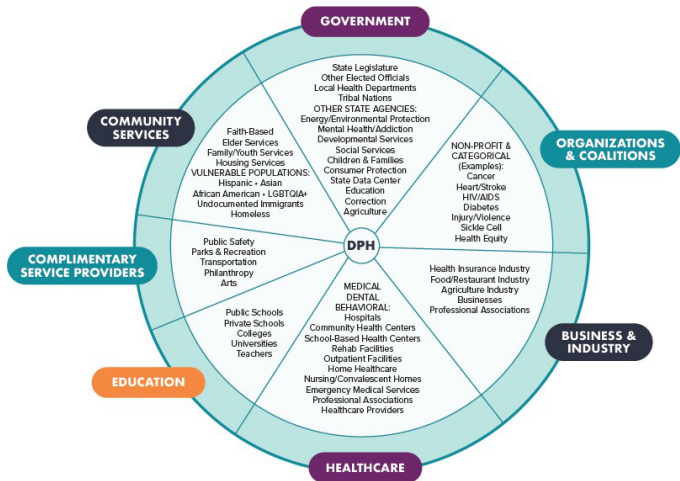
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Who should be part of your committee?

- Across the local public health system (LPHS)
- Expertise and access to health data sources
- Diversity of the community's population
- Delivering the Essential Public Health Services (EPHS)
- Community members and community-based groups



The Stakeholder Wheel



NACCHO, MAP 2.0
Handbook

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Poll Questions

What is the typical size of your Community Health Committee/stakeholder group?

What are some unique groups that are represented in your Community Health Committee/stakeholder group?

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Make-up of the Committee

Size

- APEX-PH: 12-15 Committee members
- MAPP 2.0: 8-10 members
- Select a chairperson to guide the team

Scope

- Designing the assessment process
- Forming subcommittees (i.e., data collection)
- Analyzing and interpreting the assessment data
- Identifying crosscutting themes from the data
- Developing and sharing findings through a CHNA

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Make-up of the Committee

Roles/Expertise

- Data collection (survey or focus groups)
- Access to data and data systems
- Data literacy
- Understands health equity and SDOH
- Understands forces of change
- Access to and can pool resources
- Influence in community and fosters community engagement
- Expertise by experience (people with lived experience)
- Represent different populations (i.e., justice involved, behavioral health, migrant workers, youth, etc.)

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Make-up of the Committee

Governance

- How will the committee communicate
- How decisions will be made
- Different levels of commitment and participation
- Meeting schedule and cadence (two-hour meetings quarterly, one-hour monthly meetings, etc.)
- Reporting and documentation for compliance and PHAB (i.e., meeting minutes with attendance)

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Communicate consistently to build trust and buy in



Develop group agreements and use MOUs/charters for accountability (reference them!)



Encourage participation and develop action items with shared responsibility



Consider financial stipends for people with lived experience



Maintain records/document CHC activities (minutes, sign in sheets, etc.)

Community Health Committee Tips

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CHNA Activities for Engagement in IPLAN

- Form a community health committee/stakeholder group
- Design data collection (i.e. choosing indicators, identifying priority populations for primary data collection, choosing methods etc.)
- Collect primary data
- Analyze primary data
- Summarize primary and secondary
- Share data widely with the community
- Develop collective key findings and themes
- Select prioritization criteria
- Apply prioritization criteria and determine community priorities

Different Methods of Community Input



Survey



Asset
Mapping



Community
Forums/Town Halls



Interviews



Photo Voice



Focus Groups/Listening
Sessions

*Explain the process
and provide
documentation!*

Circling Back

Build trust with your community and sustainable connections!

Invite community input respondents to prioritization activities

Maintain a mailing list of community members and partners who participated to share updates

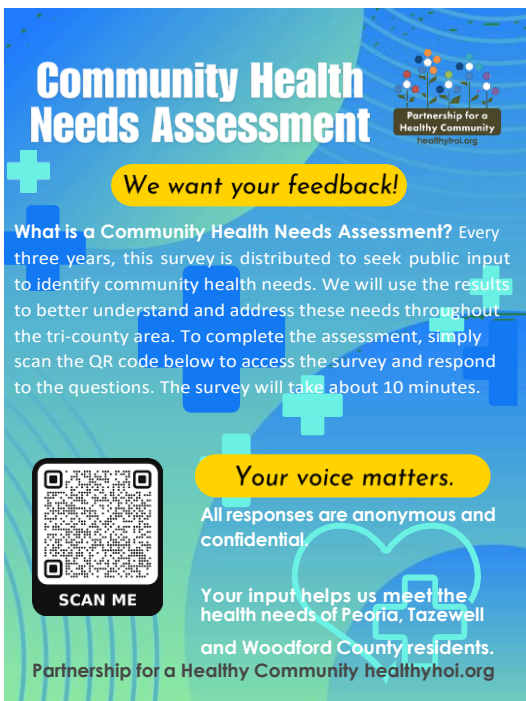
Describe how their input will be used and how they can engage later in the process

Post the finalized priorities and plan on social media and/or physically in the same places the survey was posted

Share the CHNA summary or results with the public and share next steps

In chat: How have you circled back to community groups who have provided input?

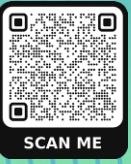
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Community Health Needs Assessment

We want your feedback!

What is a Community Health Needs Assessment? Every three years, this survey is distributed to seek public input to identify community health needs. We will use the results to better understand and address these needs throughout the tri-county area. To complete the assessment, simply scan the QR code below to access the survey and respond to the questions. The survey will take about 10 minutes.



Your voice matters.

All responses are anonymous and confidential.

Your input helps us meet the health needs of Peoria, Tazewell and Woodford County residents.

Partnership for a Healthy Community healthyhoi.org

Tri-County CHNA Survey Flyer

- Tazewell, Woodford, and Peoria
- Online and paper surveys were both used
- Both translated into Spanish
- Distributed at homeless shelters, food pantries, and soup kitchens
- Flyers/Bookmarks were shared with QR codes and posted publicly
- Surveys were anonymous and confidential



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Boone County Prioritization

- Local officials, partners, and community members participated in the process
- Ranked the priority issues based on the CHNA themes
- Met people where they are at, offered incentives donated by community partners
- Advertised on website, the news, and social media
- Held sessions on Facebook live with Spanish and ASL
- Posted prioritization survey on social media and website

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Sharing the CHNA Results

- Share with community members and partners through meetings, town halls, focus groups, and on social media/website
- Share short prioritization survey after summary data
- Ask questions related to the themes emerging from the data
- Use data visualization to ensure data is accessible
 - Make it direct, communicate stories, and evoke emotional reactions rather better than text
 - Reduce jargon and technical language

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Apply for IPLAN Technical Assistance!

IPHI is offering first come, first serve technical assistance on all topics related to IPLAN requirements and needs!

Topics:

- Community Health Needs Assessments
- Community Health Improvement Plan
- Organizational Capacity Assessment/Strategic Plan
- IPLAN Report Writing



TA Options:

- One on one coaching sessions
- Document review and feedback
- Group coaching or support

Upcoming micro-trainings

Session	Topic
	Community Health Needs Assessment (CHNA) Process
Session 1: March 25 1:00-2:00 PM CT	Purpose Statement and Description of the Community Participation Process (CHNA)
Session 2: April 22 1:00-2:00 PM CT	Description of Health Status and Health Problems Most Meaningful to Community (7 data groupings)
Session 3: May 27 1:00-2:00 PM CT	Prioritization and Alignment with SHIP
	Community Health Improvement Plan (CHIP) Process
Session 4: June 24 1:00-2:00 PM CT	Purpose Statement and Description of the Community Participation Process (CHIP)
Session 5: July 22 1:00-2:00 PM CT	Risk Factors, Direct and Indirect Contributing Factors Analysis / Impact vs. Outcome Objectives
Session 6: August 26 1:00-2:00 PM CT	Proven Intervention Strategies, Process Objectives, Anticipated Community Resources
	Organizational Capacity Assessment vs Strategic Planning
Session 7: October 28 1:00-2:00 PM CT	APEX PH Organizational Capacity Assessment vs. Strategic Planning
	Writing the IPLAN Report
Session 8: November 18 1:00-2:00 PM CT	Putting it All Together - Writing Your IPLAN Report

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Thank you!

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Evaluation

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- Samantha Lasky - Samantha.Lasky@iphonline.org

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