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IPLAN Training Session 4: Purpose Statement and Description of the Community Participation Process (CHIP)

Presenter: Laurie Call

June 24, 2026

This session is being
recorded.

IPHI and Peer Presenters

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Manager
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Associate
Illinois Public Health Institute

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County Health Department
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McLean County Health
Department

Agenda

- Welcome and Introductions
- CHIP Report Introduction
 - Requirements
 - Statement of purpose
 - A description of the process
 - A list of the community participants and how they participated
 - Adoption by the board of health
- Community Participation Process
- Closing

Learning Objectives

Participants will be able to...

1

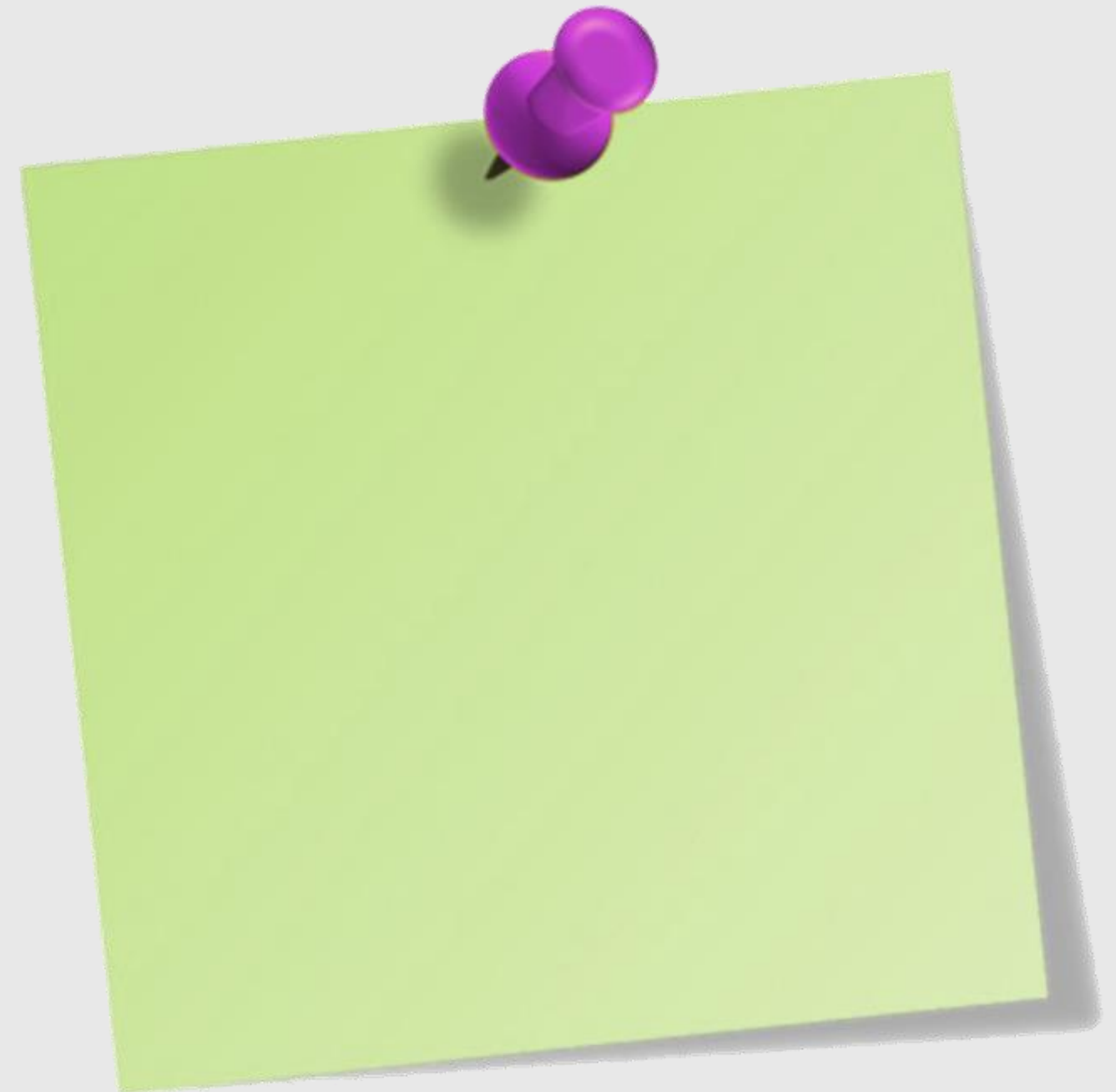
Describe the required components for the CHIP introductory section.

2

Apply best practices for engaging the community in the development of the community health improvement plan.

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?



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/>

CHIP Introduction



What to include in the introduction

Introduction of the CHIP



Statement of purpose



A description of the process



A list of the community
participants



Adoption by the board of
health

Introduction Requirements

Admin Code Requirements	Admin Code Compliance
600.400.d.5.A The statement of purpose describes how the plan will be used to improve the health of the community	The statement of purpose includes a description of how the community's health will be improved
600.400.d.5.B The plan includes a description of the process used to develop the community health plan	Each step in the process is clearly described
600.400.d.3 Community participation is utilized in the development of the community health plan	Community participation is utilized in the setting of objectives
600.400.d.4 The community health plan has been adopted by the board of health	The health plan has been adopted

LHD Example - Greene County



STATEMENT OF PURPOSE

- Improve community health
- Focus on prevention and education
- Use community input for priorities
- Support public health services



DESCRIPTION OF THE PLANNING PROCESS

- Reviewed health data
- Conducted surveys and focus groups
- Engaged community stakeholders
- Selected priorities from data + input



ADOPTION BY THE BOARD OF HEALTH

- Reviewed by Board of Health
- Approved for implementation
- Submitted to IDPH
- Approval documented by letter

LHD Example - Ford County



STATEMENT OF PURPOSE

- Used data, community input, and partner discussions
- Created a 5-year plan to improve community health
- Established measurable goals and priorities



DESCRIPTION OF THE PLANNING PROCESS

- Partnered with local organizations and agencies
- Engaged healthcare, education, mental health, and government representatives
- Reviewed survey data and community health needs
- Aligned priorities with Healthy Illinois 2028 and Healthy People 2030



ADOPTION BY THE BOARD OF HEALTH

- Final plan reviewed and revised
- Approved by the Ford County Board of Health
- Approval documented with a Board of Health letter

Description of the Priority



Description of the Priority Requirements

Admin Code Requirements	Admin Code Compliance
600.400.d.5.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 national health objectives, and factors influencing the level of the problem (e.g., risk factors, contributing and indirect contributing factors)	• The description includes a discussion of why the problem is important to the community. • All relevant data is included. • The description includes how the priority is similar to or different from the national health objectives. • The factors influencing the problem are derived from data or published studies.

Healthy People 2030 National Objectives



Healthy People 2030 includes core — or measurable — objectives as well as developmental and research objectives.

[Learn more about the types of objectives.](#)

Examples:

Increase the proportion of people on Medicare with chronic kidney disease who get recommended tests — CKD-04

Increase the proportion of homes that have an entrance without steps — DH-04

Description of the Priority and Summarized Data

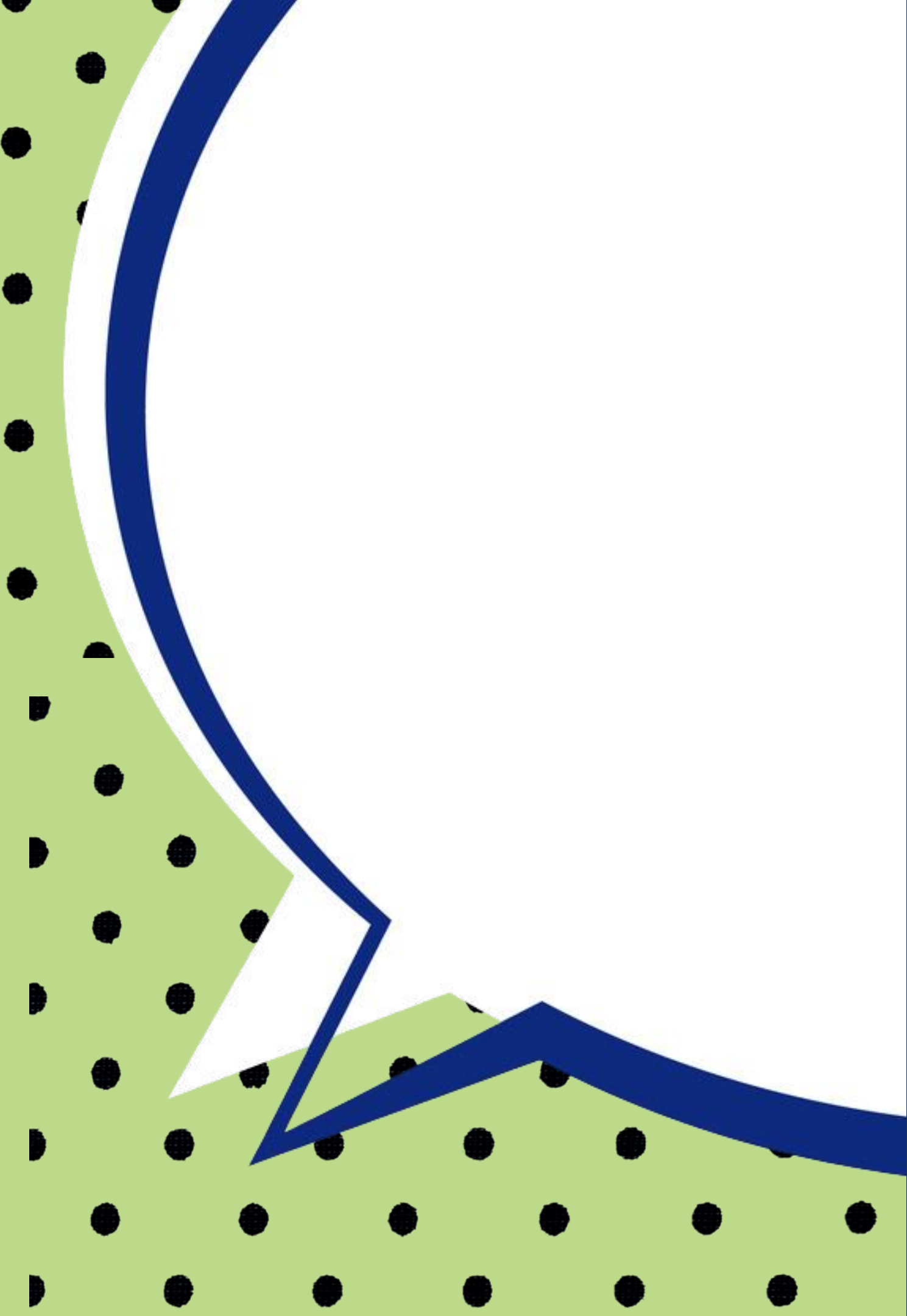
Rationale for
selecting the three
priorities (how was it
prioritized?)

Summary of all
data relevant to
the priority
(quantitative)

Describe why it
was important to
the community
(qualitative)

Community Participation Process





Poll and Discussion

- Do you engage the community in the community health planning process?
- Which part(s) of the CHIP process do you engage community?
 - Identifying priorities
 - Develop goals, objectives, and strategies
 - Develop action plan
 - Monitor progress
 - Develop plan for public awareness
 - Conduct implementation activities

Discussion question: How did you accomplish these items?

Community Participation Requirements

Admin Code Requirements	Admin Code Compliance
600.400.d.3 Community participation is utilized in the development of the community health plan	Community participation is utilized in the setting of objectives
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 used to both identify problems and set priorities.

Importance of Community Participation



Inform the community health plan process



Engage other community partners



Raise community issues from the local perspective



Develop goals, objectives, and strategies (action planning)



Partnering on implementation and bring their resources

Developing Subcommittees



Who should be part of your subcommittees?

- Stakeholders in your priority areas
 - directly or indirectly address the issue
 - execute the intervention strategies
 - serve the populations you want to impact
- Influence over the priority
- Those most impacted by the priority

Chat question!



Consider the IPLAN requirements when selecting partners:
Inventory resources, monitor progress, and plan for public awareness

Priority Populations

- Engage those most impacted by the priority
- Work directly with those community members or with those groups or organizations that directly serve those populations
- Consider language access

In the chat: Name a priority and a population or group that serves that population that is important to engage in the CHIP.



Goals, Objectives, and Strategies



**Goals/
Objectives**

Plan a community-engaged process

Identify resources and barriers

Develop shared measures



Strategies

Select criteria for strategies

Conduct a strategy brainstorm session

Implementation with Community

Monitoring Progress/Eval

- 
- Plan should be used by LHD and community partners
 - Who will track and how will you work together to track

Action Planning

- 
- Call for collective action
 - Who is accountable for an activity
 - Incorporate community resources

Convening for Plan Development

Consider who will be the project manager at the LHD and the community chair(s)

- Prepare agendas and meeting materials
- Lead the development of the plans
- Holding each other accountable/facilitating the meetings

Build the container to build relationships

- Introductions/get to know you activities
- Develop group agreements
- Offer opportunities for meeting feedback

“The heart of container building for equity work is intentional design that models the ways we want to be in relationship with others towards common goals to achieve equity”. (Human Impact Partners)

LHD Example - Tazewell

Amy Fox
Administrator
Tazewell County Health Department
(309) 929-0221
afox@tchd.net



Listed below are the themes present in most conversations:

Some health issues nearly in every group included:

- Mental health is a top health issue
- Access to care is a top health issue

Health behaviors:

- Substance use was consistently mentioned as a problem

For social determinants of health, several issues commonly mentioned were:

- Housing
- Safety
- Access to nutritious foods

Many people mentioned discrimination when discussing systems of power, privilege, and oppression.

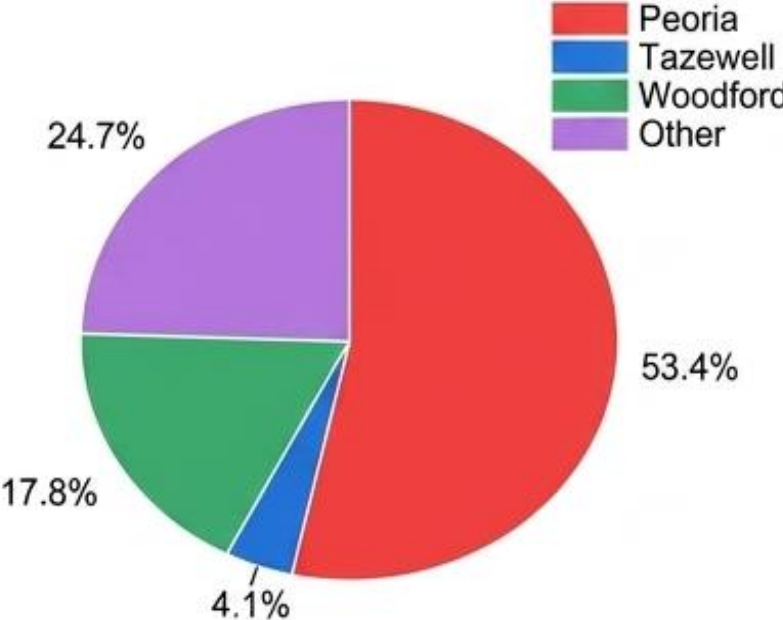
As a result, the Community Conversations was able to obtain qualitative data through outreach to these specific population which were either underrepresented by the survey (CSA) or are vulnerable to negative health outcomes as depicted by the Wheel of Power and Privilege.

There were 18 focus groups, 30 interviews resulting in over 200 participants in this process.

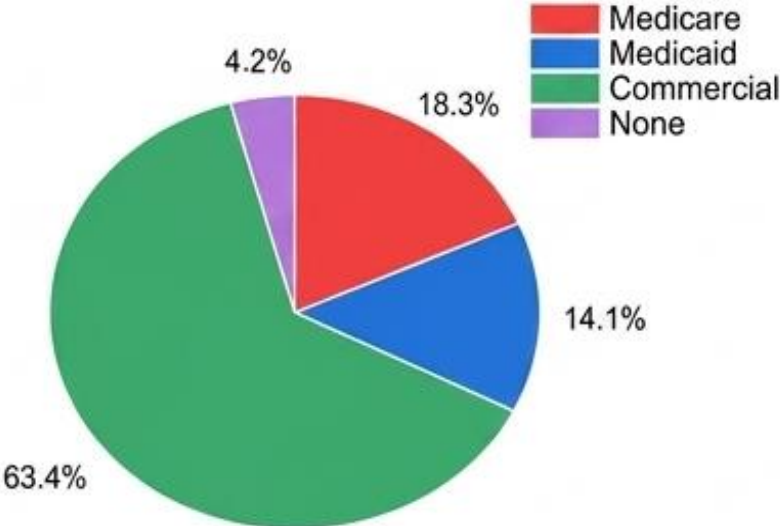
- Black males 12-18
- Black women's health (maternal health)
- White males
- Cancer support groups
- Low-income
- Latinx
- LGBTQA+
- Uninsured-Underinsured
- Homeless population
- Seniors

Community Conversations Demographics

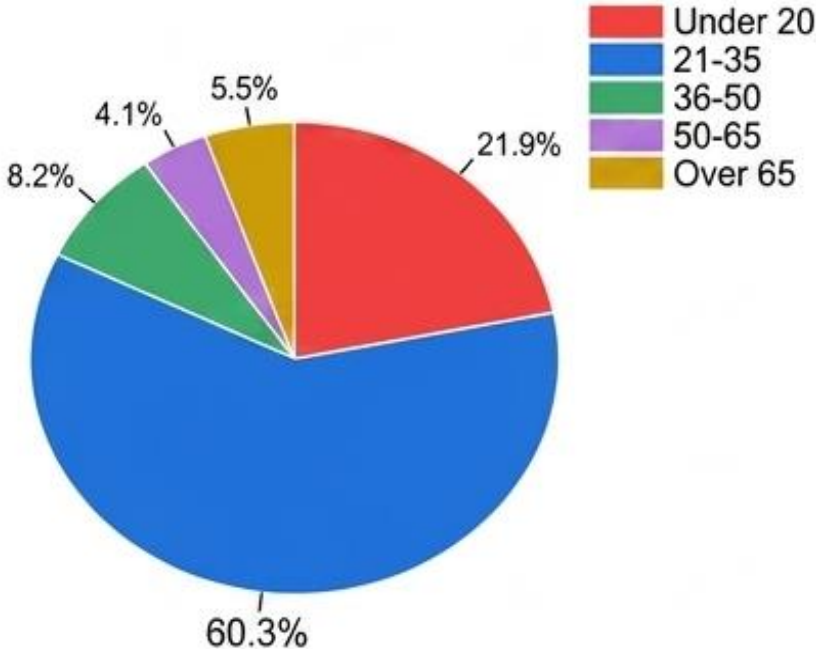
County



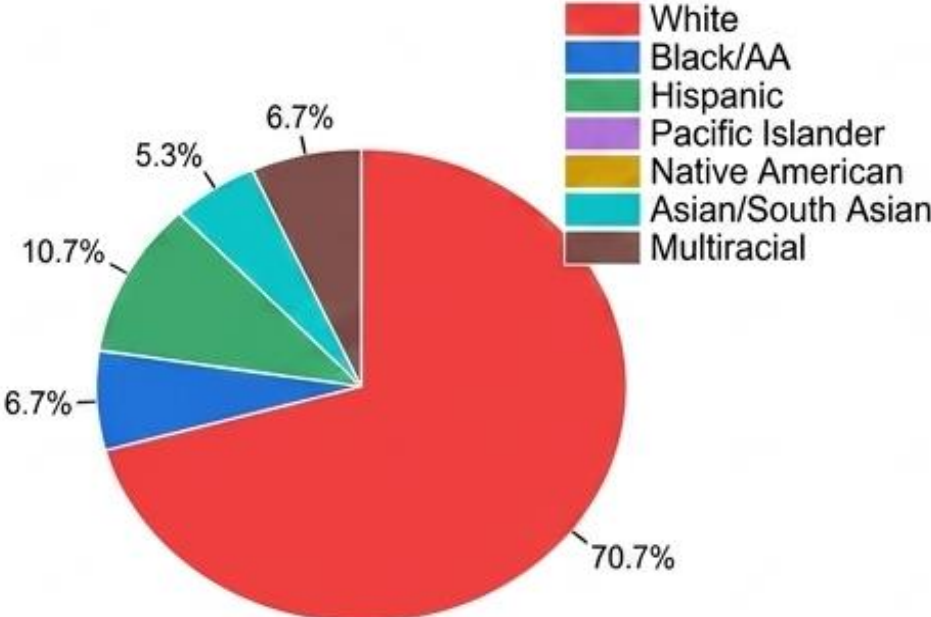
Insurance



Age

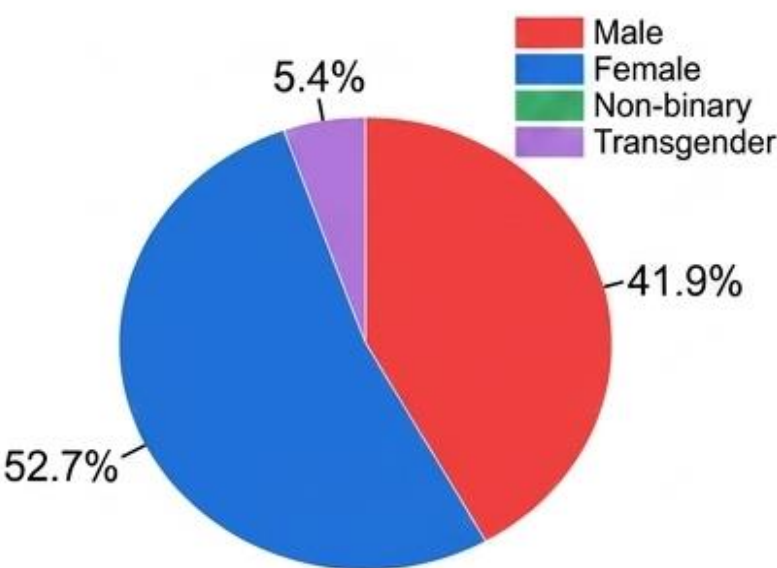


Race/Ethnicity

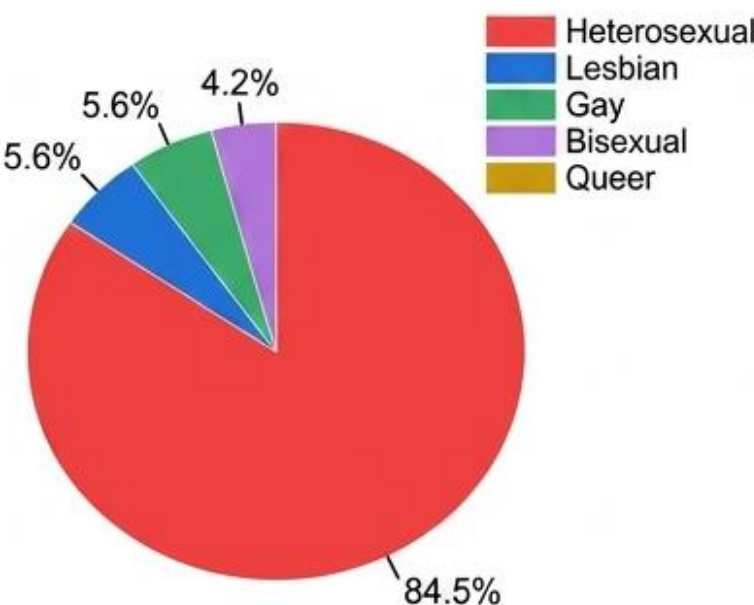


Community Conversations Demographics

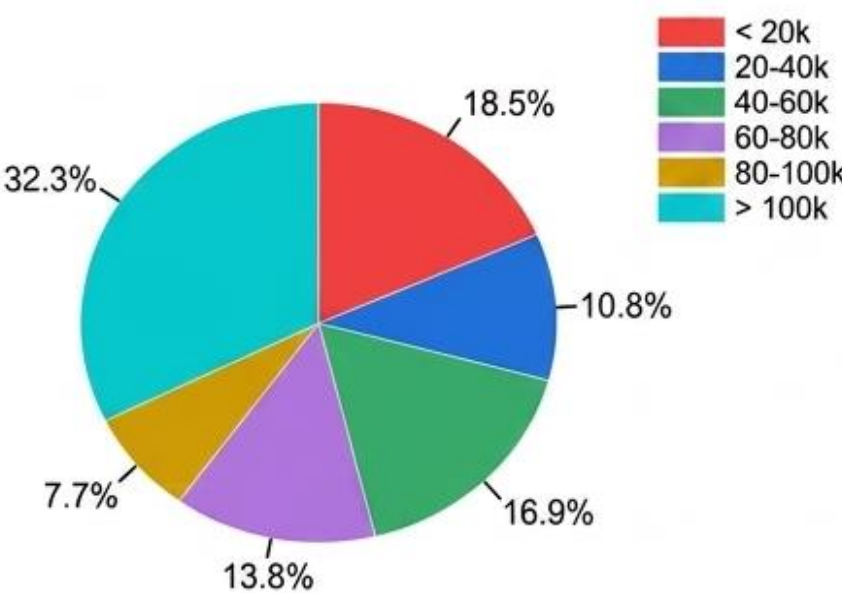
Gender



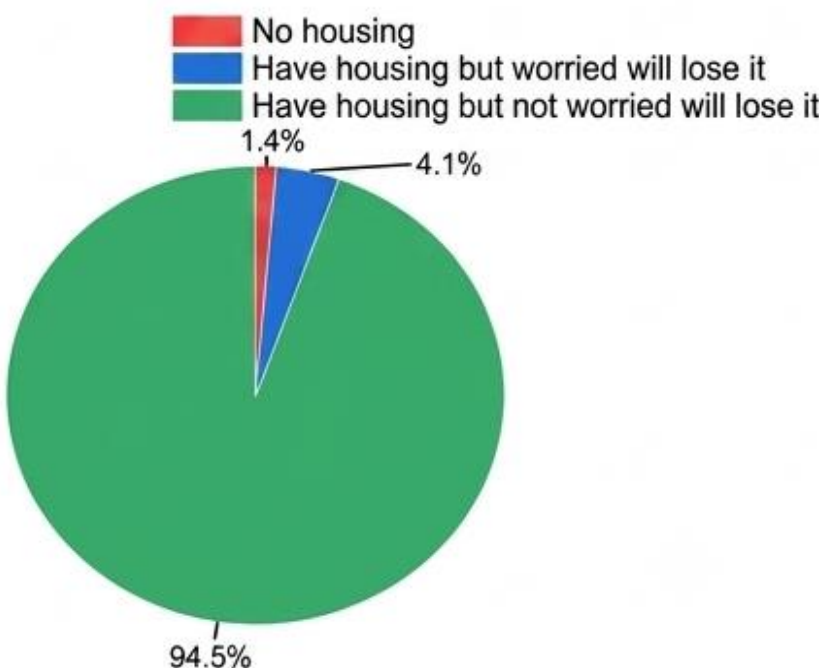
Sexual Orientation



Income



Stable Housing





**Partnership for a
Healthy Community**

healthyhoi.org

COMMUNITY HEALTH IMPROVEMENT PLAN DEVELOPMENT DAYS

Event Dates

Mental Health- Oct 12th

Healthy Eating and Active Living- Oct 11th

Obesity- Oct 10th

Each Event is from 8:30-Noon at the

SPALDING CONFERENCE CENTER
419 NE MADISON AVE. PEORIA IL.61603

RSVP to aroberts@peoriacounty.org
no later than October 1st

ACTION TEAM MEETINGS



September 18th: CHIP Planning Overview- *Community Kick of Meeting*

Goal: Introduce issue statements and definitions, systems of change discussion and process, introduce action teams, recruitment, dates and location for next action meetings

End of September: Action Team 1st Meeting-*Challenge and Vision*

Goal: Review issue statements and definitions, systems of change discussion, future state, identify challenge statements and factors

Early October: Action Team 2nd Meeting-*Root Causes (Adaptive/Technical)*

Goal: Root cause of challenges (the why), determine adaptive/technical, resource and capacity discussion

End of October: Action Team 3rd Meeting-SMART goals for interventions

Goal: Develop SMART goals based on systems of change approach

Month of November: Action Team 4th Meeting-CHIP Intervention Identification

Goal: Identify interventions based on systems of change approach

December: COMMUNITY HEALTH IMPROVEMENT PLAN Developed



HEAL- Community Advisory Board

Advises on local work and helps Tri-county residents get healthy, culturally appropriate food by making food programs easier to use, lifting up local voices, and building trust with open, honest decision-making.

Open applications once per year with candidates coming from Peoria, Tazewell and Woodford Counties.

Each meeting they attend they receive a \$50 gift card for their time.

Year three is just starting and the Board is now self governed.

LHD Example - McLean

Jessica McKnight
Administrator
McLean County Health Department



COMMUNITY HEALTH NEEDS ASSESSMENT

MCLEAN COUNTY/ILLINOIS 2025



COMMUNITY HEALTH IMPROVEMENT PLAN

MCLEAN COUNTY/ILLINOIS
2026-2028

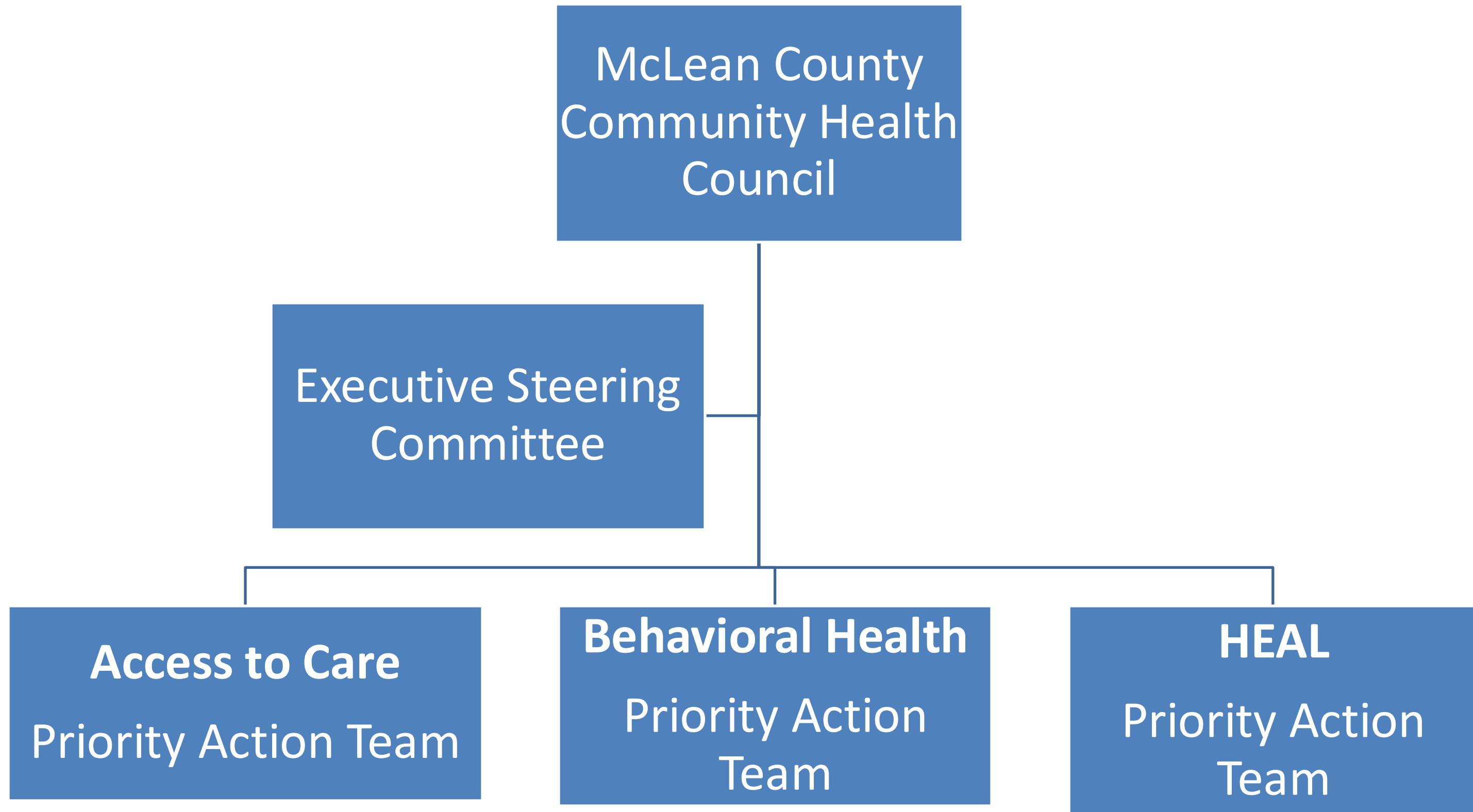


Carle
BroMenn Medical Center



Carle
BroMenn Medical Center







Question and Answers

Apply for IPLAN Technical Assistance!

I PHI 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 Training Sessions

COMMUNITY HEALTH IMPROVEMENT PLAN

Session 5

Risk Factors, Direct and Indirect Contributing Factors
Analysis / Impact vs. Outcome Objectives
1:00-2:00 PM CT

JULY

22

26

AUG

Session 6

Proven Intervention Strategies, Process
Measures, Anticipated Community Resources
1:00-2:00 PM CT

ORGANIZATIONAL CAPACITY ASSESSMENT VS STRATEGIC PLANNING

Session 7

APEX PH Organizational Capacity Assessment vs.
Strategic Planning
1:00-2:00 PM CT

OCT

28

WRITING THE IPLAN REPORT

18

NOV

Session 8

Putting it All Together - Writing Your
IPLAN Report
1:00-2:00 PM CT

MAPP 2.0

Adapting **MAPP 2.0** for the
IPLAN Training

 September 23rd and 24th

 9am-4pm

 Springfield, IL

*Registration is limited to 30 people.
IPHI is unable to provide food, travel or accommodation reimbursement*



REGISTER NOW





**Illinois
Public Health
Institute**

Thank you!

IPHlonline.org

Presenter/Contact Name

- Laurie Call - Laurie.Call@iphionline.org
- Faviola Gaviola- Faviola.Gaviola@iphionline.org