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***Conducting a Community Health Needs
Assessment and Developing an
Implementation Strategy for CHI
Hospitals – Part 2***

September 24, 2015

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Agenda

- Welcome
- Reflection
- Overview of Objectives
- Part 2:
 - Developing a Community Health Needs Assessment Report
 - Questions and next steps

Reflection

Loving God may we embrace your wisdom and come to you. Renew our hearts, O God, in the spirit of the Gospel for the service of our communities, our world and one another.

Loving God bless us...

*With patience to allow the unfolding of things
in their own time,*

*With wisdom to act in the best interest of our
healing ministry for those whom we serve,*

*With openness to our own inner spirit and
others in this virtual meeting,*

*With courage to share our thoughts and insights with others,
And with confidence in ourselves and in Your grace.*

Amen.



Objectives

Webinar series is designed to:

- Review requirements for conducting a community health needs assessment and developing an implementation strategy
- Outline CHI process and timeline
- Determine MBO needs and next steps

Webinar Series

- Part 1: How to Conduct a Community Health Needs Assessment – September 17, 2015
- Part 2: What Needs to be Included in the CHNA Report – September 24, 2015
- Part 3: How to Conduct an Implementation Strategy – October 5, 2015
- Part 4: What Needs to be Included in the CHNA Implementation Strategy Document – October 20, 2015
- Part 5: Ongoing Evaluation and Reporting – November 17, 2015

Accessing Webinar Recordings

- Recorded Webinar sessions are available via the following Live Meeting link:

<https://www149.livemeeting.com/cc/chi/viewReg>

- Enter your email address, company name, name.
- Enter the **Recording ID** below (no “recording key” is required)
 - 2015 Introduction and Overview – **CB1 2015**
 - Part 1 – 9/17/15 – **CHNA 1**
 - Part 2 – 9/24/15 – **CHNA – Part 2-1**
 - Part 3 – 10/6/15 – **CHNA 3**
 - Part 4 – 10/20/15 – **CHNA 4**
 - Part 5 – 11/17/15 – **CHNA 5**
- Press View Recording and then Live Meeting Replay

Review: Process for Conducting a CHNA

- Step 1: Plan and prepare for the assessment
- Step 2: Define the Community
- Step 3: Identify data that describe the health and health needs of the community
- Step 4: Understand and interpret the data
- Step 5: Define and validate priorities
- Step 6: Document and communicate results (Part 2)

Developing a CHNA Report

Step 6: Document and Communicate Results

A. Write the Assessment Report

- ✓ IRS Notice: Directs hospitals to document community health needs assessment in a written report
- ✓ Select data important to convey major points – not everything
- ✓ Should be presented in a manner easily understandable and accessible to the community
- ✓ Too much information may discourage use
 - Create an appendix or appendices for supporting documentation
- ✓ Be sure to engage local /regional strategy and business development representative in the assessment and written report preparation

Developing a CHNA Report

Step 6: Document and Communicate Results

A. Write the Assessment Report (continued)

✓ Minimum requirements:

- Definition of the community served by the hospital and a description of how it was determined
- Description of the process and methods used to conduct the assessment. Must include:
 - Description of the data and other information used in the assessment
 - Methods of collecting and analyzing data and information. For external sources may cite the source material
 - Any parties the hospital collaborated with to conduct the CHNA
 - All third parties the hospital contracted with to assist in conducting the CHNA

Developing a CHNA Report

Step 6: Document and Communicate Results

A. Write the Assessment Report (continued)

- ✓ Minimum requirements (continued):
 - Description of how the hospital took into account input from persons who represent the broad interests of the community it serves. Must include:
 - General summary of any input provided by such persons, including public health input, and how and over what time such input was provided
 - Names of any organizations providing input and a summary of the nature and extent of their input
 - Description of the medically underserved, low-income, and minority populations being represented by organizations or individuals that provide input. **Does not need to name specific individuals.**

Developing a CHNA Report

Step 6: Document and Communicate Results

A. Write the Assessment Report (continued)

- ✓ Minimum requirements (continued):
 - Description of how the hospital took into account input from persons who represent the broad interests of the community it serves. Must include: (continued)
 - In the event a hospital solicits, but cannot obtain input from a required source, the hospital's CHNA report must describe the efforts to solicit input from such source
 - Prioritized description of the significant health needs of the community identified through the CHNA, along with a description of the process and criteria used in identifying certain health needs as significant and prioritizing those significant health needs.

Developing a CHNA Report

Step 6: Document and Communicate Results

A. Write the Assessment Report (continued)

- ✓ Minimum requirements (continued):
 - Description of how the hospital took into account input from persons who represent the broad interests of the community it serves. Must include: (continued)
 - Description of resources potentially available to address the significant health needs identified through the CHNA
 - Written comments received on most recently conducted CHNA and most recently adopted implementation strategy
 - An evaluation of the impact of any actions that were taken since the hospital finished conducting its immediately preceding CHNA to address the significant health needs identified in the hospital's prior CHNA(s)

Developing a CHNA Report

Step 6: Document and Communicate Results

- B. Recommendation: Develop tables, graphs and maps to display data
 - ✓ Information about the health status of the community should be presented in a manner easy to understand and interpret

Developing a CHNA Report

Step 6: Document and Communicate Results

B. Recommendation: Develop tables, graphs and maps to display data (continued)

- ✓ Creating tables and graphs
 - Microsoft Outlook
 - Strategy and planning staff
 - Many may already be created by health departments

- ✓ Creating maps
 - Strategy and planning staff
 - Geographic Information Systems (GIS)
 - www.communitycommons.org
 - www.countyhealthrankings.org

Developing a CHNA Report

Step 6: Document and Communicate Results

C. Share CHNA results widely

- ✓ Be sure to disseminate findings to those involved in the process
- ✓ Review Step 2: “Define the Community” to assure all stakeholders receive the report
- ✓ Consider disseminating report to:
 - Board and executive leadership
 - Internal staff and physicians
 - Community organizations
 - Funders
 - Public offices and regulatory agencies
- ✓ Involve Communications Department / staff

Developing a CHNA Report

Step 6: Document and Communicate Results

C. Share CHNA results widely

IRS Note:

Federal law states that assessment must be made “widely available to the public.” IRS regulations state that this requirement is met when the hospital:

- Makes the report widely available on a Web site at least until the date the hospital has made widely available on a Web site its two subsequent CHNA reports; and
- Makes a paper copy of the report available for public inspection upon request and without charge at the hospital at least until the date the hospital has made available for public inspection a paper copy of its two subsequent CHNA reports.

Review IRS 501(r) for specific instructions and guidance.

Developing a CHNA Report

Step 6: Document and Communicate Results

C. Share CHNA results widely

- ✓ Web site should clearly inform readers how to download the report
- ✓ Download may not require special equipment or fee
- ✓ Do not remove previous CHNA from Web site – regulations require two most recent CHNAs to be posted

Developing a CHNA Report

Step 6: Document and Communicate Results

C. Disseminate results widely (continued)

CHNA should be posted on
hospital Web site by
June 30, 2016

Feedback and Discussion

What do you need?

Questions and concerns?

Suggestions and recommendations?





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Thank You !

