

GUIDANCE SHEET

Client plan – Timeline: Abridged

TIMELINE-AT-A-GLANCE (by month, nine-month duration)

The following outlines the steps and basic components to complete your Community Health Assessment final report. **Your actual timeline may be shorter or longer depending on the scope of your individual project.** We adhere to MAPP 2.0 Planning to obtain PAB accreditation

| STEPS AND TIMEFRAMES | ACTIONS | AVAILABLE DELIVERABLES | CORRESPONDING MAPP PHASES |
|---|--|--|--|
| Organize for success and partnership development MONTHS 1 – 2 | Internal team assembly Executive team assembly Top line budget Resource inventory Map out timeline Community partner assembly Data discovery | <ul style="list-style-type: none"> • Consultation • Data discovery • CHA toolkit <ul style="list-style-type: none"> * Team composition worksheet * Meeting guidance * Budget worksheet * Scoping your CHA process worksheet * Data identification worksheet * Forming multi-sector collaborative tip sheet * MAPP process explained | Phase 1: Build the CHI Foundation Phase 2: Tell the Community Story <ul style="list-style-type: none"> • Community Partner Assessment • Community Status Assessment • Community Contest Assessment |
| Visioning MONTHS 3 – 4 | Overarching goal Project mobilization Vision agreement | <ul style="list-style-type: none"> • Consultation • Facilitation of meetings, qualitative analysis and reporting • Vision statement worksheet • Meeting guidance | Phase 1: Build the CHI Foundation Phase 2: Tell the Community Story <ul style="list-style-type: none"> • Community Partner Assessment • Community Status Assessment • Community Contest Assessment |
| Assessment MONTHS 5 – 6 | Determine representative sample CHA survey deployment Analyze secondary data Conduct health system assessment Analyze survey responses | <ul style="list-style-type: none"> • Consultation • Develop and deploy CHA survey • Data analytics package • Survey distribution guidance • Meeting guidance | Phase 2: Tell the Community Story <ul style="list-style-type: none"> • Community Partner Assessment • Community Status Assessment • Community Contest Assessment |
| Identify strategic issues MONTHS 7 – 9 | Present survey results Identify priorities | <ul style="list-style-type: none"> • Consultation • Meeting guidance | |
| Formulate goals and strategies MONTH 8 | Develop preliminary report via collaboration Develop final report via collaboration | <ul style="list-style-type: none"> • Consultation • CHA report outline • CHIP and CSP report outline | Phase 3: Continuously Improve the Community |