DataGen® Insights for Healthcare | CHNA Advantage™

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 Needs Assessment final report. **Your actual timeline may be shorter or longer depending on the scope of your individual project.**

STEPS AND TIMEFRAMES	ACTIONS	AVAILABLE DELIVERABLES
Prepare and mobilize MONTHS 1 – 2	**Internal team assembly** **Executive team assembly** **Top line budget** **Resource inventory** **Map out timeline** **Community partner assembly** **Data discovery**	• Consultation • Data discovery • CHNA toolkit * Team composition worksheet * Meeting guidance * Budget worksheet * Scoping your CHNA process worksheet * Data identification worksheet * Forming multi-sector collaborative tip sheet
Envision and plan MONTHS 3 – 4	**Overarching goal** **Project mobilization** **Vision agreement**	• Consultation • Facilitation of meetings, qualitative analysis and reporting • Vision statement worksheet • Meeting guidance
Implement and interpret MONTHS 5 – 6	**Determine representative sample** **CHNA survey deployment** **Analyze secondary data** **Analyze survey responses**	• Consultation • Develop and deploy CHNA survey • Data analytics package • Survey distribution guidance
Prioritize, compose and submit MONTHS 7 – 9	**Present survey results** **Develop preliminary report via collaboration** **Develop final report via collaboration**	• Consultation • CHNA report outline for hospitals • Intervention and evaluation work plan • Meeting guidance

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