



To Protect and Promote the Health and the Environment of the People of Kittitas County

COMMUNITY HEALTH ASSESSMENT AND IMPROVEMENT PROCESS

PROJECT CHARTER

2017-18

OVERVIEW

The Kittitas County Public Health Department (KCPHD) is working in collaboration with the Kittitas County Health Network (KCHN) to implement a county wide community health improvement process. A **community health improvement process** is a comprehensive approach to assessing the overall health of a community using substantive community member and local public health system (LPHS—see Attachment A) participation to develop and implement action-plans to improve community health issues. The community health improvement process yields two distinct yet connected deliverables: a community health assessment presented in the form of a community health profile and a community health improvement plan. KCHN has chosen to use the **Mobilization for Action through Planning and Partnership** (MAPP) framework to create an in-depth profile of the community's current health status and outline effective strategies to address them (see Attachment B).

- The **community health assessment** (CHA) process engages with community members and LPHS partners to systematically collect and analyze qualitative and quantitative health-related data from a variety of sources within a specific community. The findings of the CHA are presented in the form of a community health profile and inform community decision-making, the prioritization of health





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problems and the development and implementation of a community health improvement plan.

- The **community health improvement plan** (CHIP) is action-oriented and outlines the community health priorities (based on the community health assessment and community input.) The plan also includes how the priority issues will be addressed to improve the health of the community.

The last community health improvement process took place in 2011-2012. The 2012 Community Health Assessment and 2013-2017 Kittitas County Community Health Improvement Plan can be found at www.co.kittitas.wa.us/health/reports.

PROJECT SCOPE OF WORK

1. Engage community and local public health system partners in a CHA/CHIP Workgroup and throughout the MAPP process.
2. Hold monthly CHA/CHIP Workgroup meetings, creating task forces for specific components of the project as needed.
3. Report project progress to the KCHN steering committee and leadership committee.
4. Follow the Mobilizing for Action through Planning and Partnerships (MAPP) model for community health improvement.
 - a. Establish a community health improvement vision.
 - b. Conduct community themes and strengths assessment.
 - c. Conduct local public health system assessment.
 - d. Conduct community health status assessment.
 - e. Conduct forces of change assessment.
 - f. Identify strategic issues and priorities.
 - g. Formulate goals, strategies and action plans.





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5. Complete and distribute a community health profile.
6. Complete and distribute a community health improvement plan.
7. Create and implement communication plan for project.
8. Implement and monitor implementation of community health improvement plan.
9. Update CHA and CHIP periodically, as determined by KCHN.

ROLES AND RESPONSIBILITIES

Kittitas County Health Network: KCHN was formed in 2016 by some key health agencies in Kittitas County to advance health care transformation on a local level and implement a collective approach to improving health in the community. Participating agencies include Kittitas Valley Healthcare, HopeSource, Kittitas County Public Health Department, Community Health of Central Washington, Central Washington University, Lisa Martin, PhD, Aging and Long Term Care, Kittitas Valley Fire and Rescue, and Hinkle and Associates. Following a collective impact model of organization (see Attachment C), KCHN has a steering committee made up of the leaders of each organization and a leadership committee with broader representation of the participating organizations and other interested community partners. KCHN's two primary priorities are implementing a care coordination model in Kittitas County, and conducting a CHA/CHIP process using MAPP. KCHN's role in this process is as follows:

- Identifies CHA/CHIP model to be used (MAPP).
- Functions as the "Core Support Team" in the MAPP process (representatives from the lead agencies responsible for organizing the process and moving it forward).
- Approves process facilitation plans and materials.
- Assists with community and partner recruitment in process.
- Provides support and resources as necessary to KCPHD for project facilitation and to the CHA/CHIP Workgroup.





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- Ensures partner agency participation in process.
- Ensures leadership support and buy-in in process, especially during implementation phase.
- Assists with distribution and communication of the CHA and the CHIP.
- Assists with monitoring implementation of CHIP.

Kittitas County Public Health Department: KCPHD staff will act as facilitators for the CHA/CHIP project as well as participate in the process as a partner agency. Community health assessment and improvement planning processes are typically facilitated in communities by local public health departments and CHAs and CHIPs are a requirement of public health accreditation (KCPHD is not currently accredited, but is working towards public health accreditation.) KCPHD's responsibilities in this process are as follows:

- Organizes and facilitates CHA/CHIP Workgroup meetings, task forces, and MAPP process.
- Assists KCHN with community and partner recruitment in process.
- Report project progress to the KCHN steering committee and leadership committee.
- Compile results of MAPP process into community health profile and community health improvement plan documents.
- Assists KCHN with distribution and communication of the CHA and the CHIP.
- Assists KCHN with monitoring implementation of CHIP.

CHA/CHIP Workgroup: The CHA/CHIP Workgroup is a broad group of representatives from a variety of sectors in the community, including community residents, responsible for completing and creating the CHA and CHIP for Kittitas County. This group functions as one of potentially several workgroups under KCHN's collective impact organizational model. Responsibilities of the CHA/CHIP Workgroup members are as follows:



- Attends and participates in monthly 1-2 hour planning meetings and is able to commit time in between meetings to carry out activities.
- Oversees and carries out community health assessment and improvement planning activities as part of MAPP process (as described in #4 of the Project Scope of Work section).
- Plans and implements data collection methods for the MAPP process.
- Brings knowledge of specific community health issues to the table, but is invested in community health as a whole.
- Creates and participates in task forces.
- Assists with engaging community members and other partners in specific tasks and activities.
- Is able to contribute one or more of the following skills/activities:
 - Provide specific data for use in the CHA
 - Analyze and display data
 - Edit and format documents
 - Organize community events
 - Write surveys
 - Distribute surveys
 - Collect and analyze survey data
 - Organize focus groups
 - Facilitate meetings or subcommittees
 - Conduct presentations about the CHA/CHIP work
 - Write and conduct process evaluations
 - Conduct community outreach and promotion
 - Contribute funds to help with supplies, staff time, printing, space rental, or other expenses





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CHA-CHIP Task Forces: Task forces will be created to carry out specific pieces of the MAPP process and will be led by members of the CHA/CHIP Workgroup with assistance from the facilitators. Additional participants may be recruited to participate in task forces.

PRELIMINARY TIMELINE

May-June 2017	Establishment of CHA-CHIP Assessment Committee
June 2017	First workgroup meeting, Orientation to MAPP process
July 2017	Review original vision/values, develop communication and evaluation plans
August 2017	Plan methods for four MAPP assessments
September 2017	Work on four MAPP assessments
October 2017	Work on four MAPP assessments
November 2017	Finalize four MAPP assessments
December 2017	Review and summarize assessment findings
January 2018	Review and understand strategic issues
February 2018	Develop goals and strategies
March 2018	Prioritize strategies and develop action plans
April 2018	Finalize action plans and evaluation process
May 2018	Present final products
June 2018	Create Communication & Monitoring Plan

