Minnesota Department of Health

# Community Health Improvement Plan Checklist

Characteristics are based on [PHAB standards and measures version 2022 (https://phaboard.org/accreditation-recognition/version-2022/)](https://phaboard.org/accreditation-recognition/version-2022/); specific measures are sourced in the footnotes.

| **Characteristic** | **Addressed on page(s)** | **Not addressed** | **Notes** |
| --- | --- | --- | --- |
| Plan Date | | | |
| Dated within past five years[[1]](#footnote-1) |  |  |  |
| Process | | | |
| Includes engagement of at least two organizations representing sectors other than public health[[2]](#footnote-2) |  |  |  |
| Includes at least two community members or organizations that represent populations disproportionately affected by conditions that contribute to health risks or poorer health outcomes[[3]](#footnote-3) |  |  |  |
| References information from the community health assessment[[4]](#footnote-4) |  |  |  |
| Reviews social determinants of health to determine which health equity-related strategies to integrate into the community health improvement plan[[5]](#footnote-5) |  |  |  |
| Describes the steps, tools or method used in selecting health priorities[[6]](#footnote-6) |  |  |  |
| Plan | | | |
| Includes at least two health priorities[[7]](#footnote-7) |  |  |  |
| Includes measurable objective(s) for each health priority to determine if progress is being made towards addressing each priority[[8]](#footnote-8) |  |  |  |
| Includes improvement strategy(ies) or activity(ies) with a timeframe and responsible party for each priority[[9]](#footnote-9) |  |  |  |
| Includes a policy recommendation for at least two of the strategies or activities. One policy must be aimed at alleviating causes of health inequities.[[10]](#footnote-10) |  |  |  |
| Identifies assets or resources that will be used to address at least one of the health priorities.[[11]](#footnote-11) |  |  |  |
| Describes the process that will be used to track the progress on community health improvement plan strategies or activities.[[12]](#footnote-12) |  |  |  |
| Health Equity | | | |
| Includes at least one policy or procedure that illustrates how health equity is included as a goal in program development. [[13]](#footnote-13) |  |  |  |
| Includes one example of a strategy implemented in collaboration with stakeholders to address factors that contribute to a specific populations’ higher health risks and poorer health outcomes, or inequities.[[14]](#footnote-14) |  |  |  |
| Monitoring and Revising The community health improvement plan is intended to be a dynamic document and should be revised annually. You can find measures in PHAB standards and measures version 2022, below, related to community health improvement plan monitoring and revising, which you may want to consider when reviewing your community health improvement plan annually. | | | |
| Community health improvement plan activities or strategies implemented[[15]](#footnote-15) |  |  |  |
| Annual review of progress made in implementing strategies and activities in the community health improvement plan[[16]](#footnote-16) |  |  |  |
| Community health improvement plan revised based on annual review[[17]](#footnote-17) |  |  |  |

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*To obtain this information in a different format, call: 651-201-3880.*

1. PHAB measures 5.2.1 A, 5.2.2 A, 5.2.3 A, 5.2.4 A; [Minn. Stat. § 145A.04 (https://www.revisor.mn.gov/statutes/cite/145A.04)](https://www.revisor.mn.gov/statutes/cite/145A.04) [↑](#footnote-ref-1)
2. MDH strongly encourages community health boards to collaborate with non-profit hospitals who are required to conduct a community health needs assessment and adopt an implementation strategy (PHAB Measure 5.2.1 A Required Documentation #1a) [↑](#footnote-ref-2)
3. PHAB Measure 5.2.1 A Required Documentation #1a [↑](#footnote-ref-3)
4. PHAB Measure 5.2.1 Documentation Guidance #1b [↑](#footnote-ref-4)
5. PHAB Measure 5.2.1 A Required Documentation #1c [↑](#footnote-ref-5)
6. PHAB Measure 5.2.1 A Required Documentation #1d [↑](#footnote-ref-6)
7. PHAB Measure 5.2.2 A Required Documentation #1a [↑](#footnote-ref-7)
8. PHAB Measure 5.2.2 A Required Documentation #1b [↑](#footnote-ref-8)
9. PHAB Measure 5.2.2 A Required Documentation #1ci [↑](#footnote-ref-9)
10. PHAB Measure 5.2.2 A Required Documentation #1cii [↑](#footnote-ref-10)
11. PHAB Measure 5.2.2 A Required Documentation #1d [↑](#footnote-ref-11)
12. PHAB Measure 5.2.2 A Required Documentation #1e [↑](#footnote-ref-12)
13. PHAB Measure 5.2.4 A Required Documentation #1 [↑](#footnote-ref-13)
14. PHAB Measure 5.2.4 A Required Documentation #2 [↑](#footnote-ref-14)
15. PHAB Measure 5.2.3 A Required Documentation #1 [↑](#footnote-ref-15)
16. PHAB Measure 5.2.3 A Required Documentation #2 [↑](#footnote-ref-16)
17. PHAB Measure 5.2.3 A Required Documentation #3 [↑](#footnote-ref-17)