**Completing the Community Health Needs Assessment**

**Steps in the Process/Progress Status**

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| **Steps to Follow** | **Progress/status** |
| 1. Identify participants in the CHNA process | In progress |
| 1. Community engagement | Ongoing |
| 1. Engage hospital boards, leadership | In progress |
| 1. Determine how the CHNA will be conducted | Taking a collaborative approach |
| 1. Identify and obtain available resources | In progress |
| 1. Preliminary timeline | Done and in process |
| 1. Determine the purpose of the CHNA | Varies by organization, lead with hospital requirement |
| 1. Scope of the CHNA | In progress |
| 1. Revisit resource needs and time lines |  |
| 1. Understand different types of data |  |
| 1. Prior assessments and reports |  |
| 1. Describe community demographics |  |
| 1. Select indicators |  |
| 1. Identify relevant secondary data sources |  |
| 1. Community and public health input/feedback |  |
| 1. Analyze and interpret the data |  |
| 1. Identify disparities |  |
| 1. Identify and understand causual factors |  |
| 1. Identify major community health needs |  |
| 1. Determine who will be involved in setting of priorities |  |
| 1. Establish criteria for priority setting |  |
| 1. Identify priorities |  |
| 1. Validate priorities |  |
| 1. Write the assessment report |  |
| 1. Develop tables, graphs, maps to display data |  |
| 1. Disseminate results widely |  |
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| NEXT PHASES/STEPS: | Develop an implementation plan strategy |
|  | Build on Community Relationships |
|  | Ongoing tracking and reporting |
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