**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
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| 1. Understand different types of data
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| 1. Prior assessments and reports
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| 1. Describe community demographics
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| 1. Select indicators
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| 1. Identify relevant secondary data sources
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| 1. Community and public health input/feedback
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| 1. Analyze and interpret the data
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| 1. Identify disparities
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| 1. Identify and understand causual factors
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| 1. Identify major community health needs
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| 1. Determine who will be involved in setting of priorities
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| 1. Establish criteria for priority setting
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| 1. Identify priorities
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| 1. Validate priorities
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| 1. Write the assessment report
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| 1. Develop tables, graphs, maps to display data
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| 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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