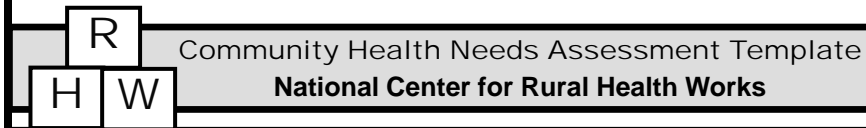


Community Health Needs Assessment

Facilitated by:
FACILITATOR

Community Health Needs Assessment (CHNA) Toolkit



WHAT are we doing?

A community-based assessment of health care needs in the medical service area of *Local Hospital*.

- From the community's perspective as to health care needs
- From analysis of data and information from public health department, other data sources, survey results, and economic impact study

(Cont'd) WHAT are we doing?

Outcomes of the community-based assessment will depend on:

- Community recommendations to *Local Hospital*
- *Local Hospital's* resource availability

Results of the community needs assessment will be reported to the IRS on Form 990 and related schedules by *Local Hospital*



WHY are we doing this?

The Patient Protection and Affordable Care Act (PPACA) requires not-for-profit hospitals to provide a Community Health Needs Assessment, as follows:

- The organization must conduct a “community health needs assessment” not less frequently than every three years and adopt an implementation strategy to meet the community health needs identified through the assessment.

(Cont'd) WHY are we doing this?

- A “community health needs assessment” must include input from persons “represent[ing] the broad interests of the community served by the hospital facility,” including those “with special knowledge of or expertise in public health.”
- The assessment must be made widely available to the public.

Hospitals are required to fulfill these requirements to preserve their status as not-for-profit facilities.

(Cont'd) WHY are we doing this?

The legislation also includes:

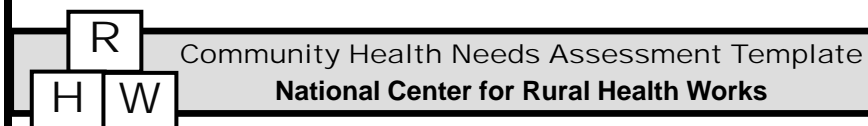
- Financial Assistance Policy Requirements
- Requirements regarding Charges
- Billing and Collection Requirements

Local Hospital will fulfill these requirements internally.

WHY we WANT to do this?

Regardless of the legislative requirements, *Local Hospital* wants community-based assessment to become a part of the hospital strategic plan on a long-term, continuing basis.

- Community will provide input to *Local Hospital* as to the community's needs.
- *Local Hospital* will develop communications and relationships with the community to plan and provide for the community's needs.



WHAT is required from the Community Advisory Committee?

1. To review and analyze data and information provided during process:
 - From *Local Hospital*:
 - *Local Hospital's* medical service area
 - Services and community benefits currently provided
 - From State or Local Public Health:
 - Data on health indicators and outcomes

**(Cont'd) WHAT is required
from the Community Advisory Committee?**

- From other sources:
 - U. S. Census Bureau and County Business Patterns
 - ESRI
 - U. S. Department of Commerce, Regional Economic Information System, Bureau of Economic Analysis
 - Other agencies and foundations that provide relevant health data

**(Cont'd) WHAT is required
from the Community Advisory Committee?**

- Information will also be provided concerning:
 - The economic impact of *Local Hospital*
 - Jobs and salaries, wages, and benefits generated locally by *Local Hospital*
 - A summary of the importance of *Local Hospital* to the local economy

**(Cont'd) WHAT is required
from the Community Advisory Committee?**

2. Provide input through health survey questionnaire and have other community members complete survey.
3. Review and analyze results of survey.
4. Provide input and recommendations on local community needs in the *Local Hospital* medical service area.

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**SUMMARY of Community Advisory Committee
Responsibilities**

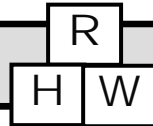
- ✓ Participate in a three-meeting community-based needs assessment
- ✓ Complete community health survey and have others complete survey
- ✓ Review data and information and identify and prioritize the health needs of the community
- ✓ Community members will make recommendations to *Local Hospital*

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Local Hospital – Community Meeting #1

AGENDA FOR COMMUNITY MEETING #1

- I. Introductions – *CEO, Local Hospital*
- II. Overview of CHNA Process – *Facilitator*
- III. Delineate Medical Service Area – *CEO, Local Hospital*
- IV. *Local Hospital* Services/Community Benefits – *CEO, Local Hospital*
- V. Economic Impact of *Local Hospital* – *Facilitator*

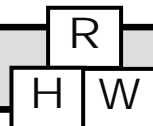


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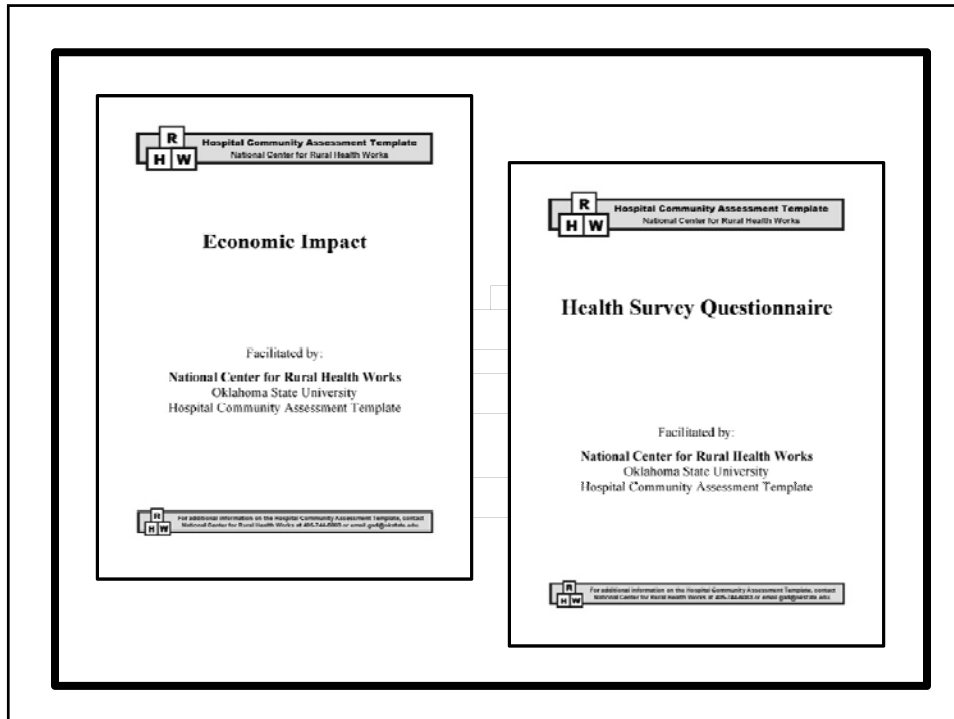
Local Hospital – Community Meeting #1

(Cont'd) AGENDA FOR COMMUNITY MEETING #1

- VI. *Local Hospital* Survey Questionnaire – *Facilitator*
 - Survey Questionnaire completed at meeting
 - Each member to take 5 to 6 surveys and have completed by community members of their constituency
- VII. Questions – *Facilitator*
- VIII. Next Steps – *Facilitator*
 - Meetings #2 & #3 – Day of week, Month, Day, Year, Time, Location and Place of Meetings #2 & #3



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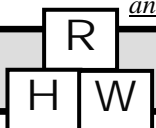
Local Hospital – Community Meeting #2

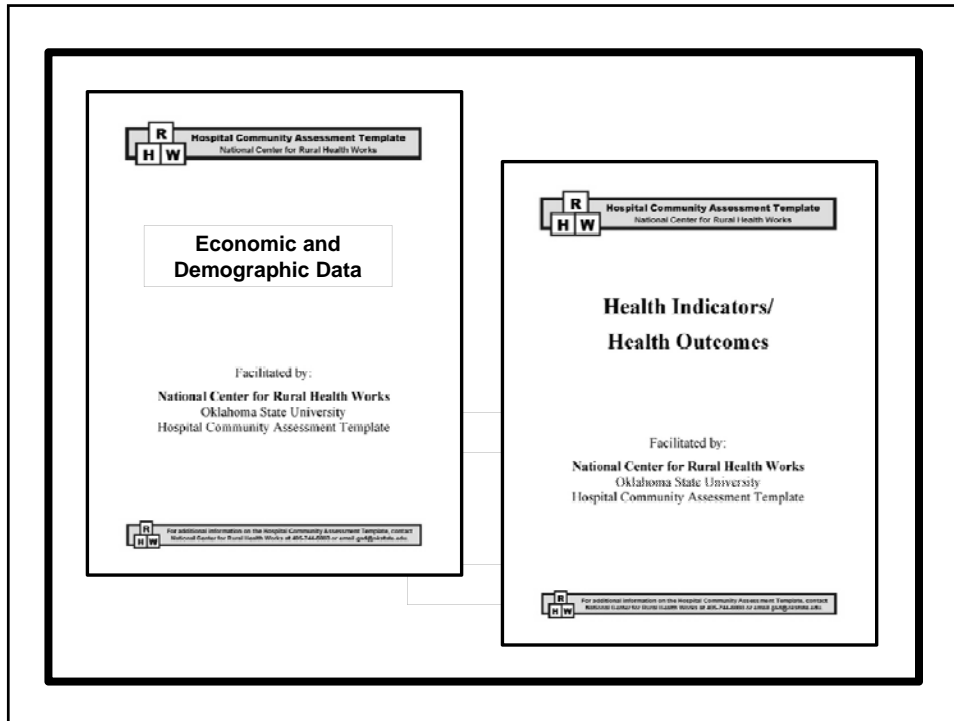
AGENDA FOR COMMUNITY MEETING #2

Day of week, Month, Day, Year, Time,

Location and Place of Meeting

- I. Introductions – ***CEO, Local Hospital***
- II. Review of Meeting #1 – ***Facilitator***
- III. Collect Completed Surveys – ***Steering Committee***
- IV. Economic and Demographic Data - ***Facilitator***
- IV. Health Indicator/Health Outcome Data – ***Facilitator***
- V. Questions – ***Facilitator***
- VI. Next Steps – ***Facilitator***
 - Meeting #3 – *Day of week, Month, Day, Year, Time, Location and Place of Meetings #3*


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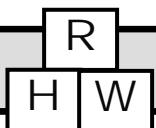
Local Hospital – Community Meeting #3

AGENDA FOR COMMUNITY MEETING #3

Day of week, Month, Day, Year, Time,

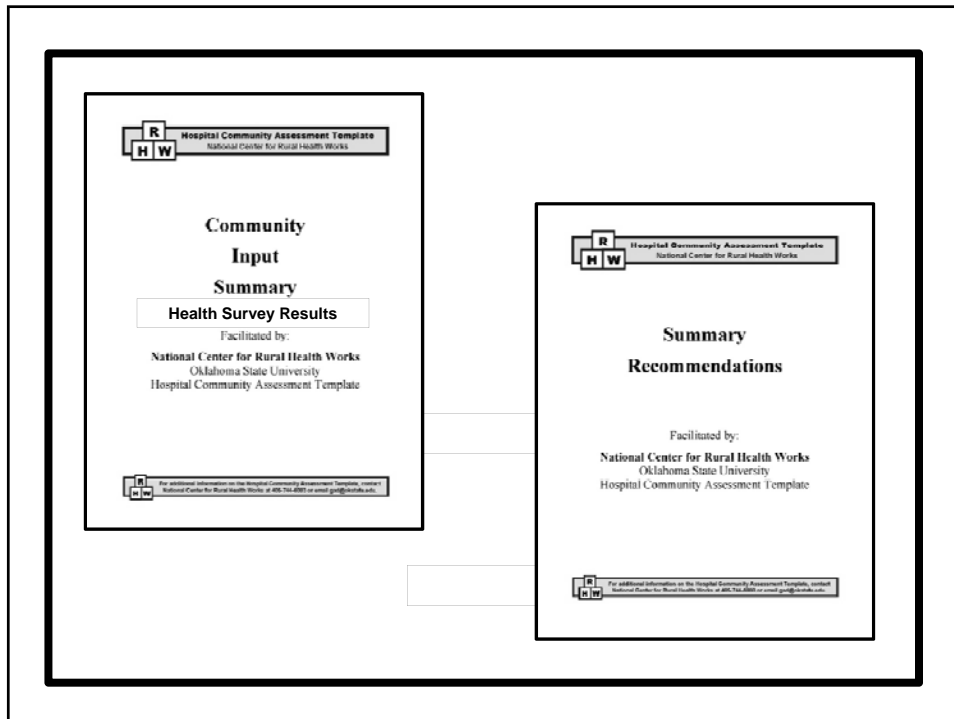
Location and Place of Meeting

- I. Introductions – ***CEO, Local Hospital***
- II. Review of Meetings #1 & #2 – ***Facilitator***
- III. Present Survey Results – ***Facilitator***
- V. Discuss community health needs/issues – ***Facilitator***
 - Identify and prioritize community health needs
 - Suggest possible implementation strategies/responsibilities
 - Summary community recommendations
- VI. Response and final comments - ***CEO, Local Hospital***


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**Community Health Needs Assessment -
Summary Recommendations to *Local Hospital*
Community Needs and Implementation Strategies with Responsibilities**

Community Need	Implementation Strategy	Responsible Organization or Person
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____



**Community Health
Needs Assessment
Reporting
to Meet IRS
Requirements**

**IRS Forms:
Form 990
& Form 990
Schedule H**

Summary Report Outline Community Health Needs Assessment	
Community Members Involved	Need to include name, organization and contact information for: <input type="text"/>
	Hospital Administrator Steering Committee or Leadership Group Facilitator Community Advisory Committee Members
Medical Service Area	Describe by county or zip code areas Include populations and projected populations of medical service area Include demographics of population of medical service area
Community Meetings #1, #2, and #3 (also any additional meetings)	Date Agenda List reports presented with short summary of each
Community Needs and Implementation Strategies	Include community needs and implementation strategies with responsibilities from community group
Hospital Final Implementation Plan	Include which needs hospital can address and the implementation strategies Include which needs hospital cannot address and reason(s) why
Community Awareness of Assessment	Describe methodology for making assessment widely available to the community Have Community Advisory Committee Report available to public Have Hospital Action Plan with each health need addressed available to public

For Additional Information:

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OSU College of Health Sciences
Phone: 405-840-6500
Email: val.schott@okstate.edu

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H W	National Center for Rural Health Works