**Figure 1. Overview of Community Health Needs Assessment (CHNA) Toolkit**

Activities Prior to Community Meeting #2

* Prepare Summary of Meeting #1
* Demographic & Economic Data Report
* Health Indicator/Health Outcome Data Report

Activities Prior to Community Meeting #1

* Select/Invite Community Advisory Committee
* Prepare Overview of CHNA Process
* Medical Service Area Delineated
* Hospital Services/Community Benefits
* Economic Impact Report
* Community Input Tool

Community Advisory Committee

* Number
* Members
* Responsibilities

Post-Meeting Activities

* Summary Report of Community Health Needs, Listing & Prioritization, and Possible Implementation Strategies/Responsibilities
* Summary Report to Hospital Board
* Hospital Board Develops Action Plan with Partners (Based on Resource Availability)
* Hospital Board Prepares Final Report on Action Plan and Makes Publicly Available
* Hospital Reports CHNA Activities and Action Plan to IRS

Steering Committees may opt to have more meetings (for additional discussion &/or to present Action Plan)

Facilitator and Steering Committee

* Responsibilities & Timeline

Community Meeting #1

* Overview of CHNA Process (including Purpose and Responsibilities of Advisory Committee)
* Share Hospital Medical Service Area
* Share Hospital Services/Community Benefits
* Present Economic Impact Report
* Present Community Input Tool
  + Survey Questionnaire
  + Focus Groups

Community Meeting #2

* Review from Meeting #1
* Present Demographic & Economic Data Report
* Present Health Indicator/Health Outcome Data
* Gather Completed Survey Questionnaires
* Begin Discussion of Community Health Needs

Community Meeting #3

* Review Reports from Meetings #1 & #2
* Present Community Input Process Results
* Discussion of Community Health Needs
* List and Prioritize Community Health Needs
* Develop Possible Implementation Strategies/Responsibilities

Activities Prior to Community Meeting #3

* Prepare Summary of Meetings #1 & #2
* Summary Results of Community Input Process