**MC900332036.WMFMC900332201.WMFMC900332044.WMF**

Healthy! Capital Counties

Community Health Assessment and Improvement Planning Project

Clinton, Eaton, and Ingham Counties, Michigan

**Overview**

**A community health improvement process is a comprehensive approach to assessing community health and developing and implementing action plans to improve community health through community member and health system partner engagement.** There are several key features:

1. Community member engagement is essential to the process.
2. Full participation from community entities (community leaders, health care providers, business leaders, religious groups, non-profit sector, and non-traditional partners)
3. The process results in identifying priority health needs, community assets, and addresses social determinants of health.
4. The results are used by the not-for-profit hospitals, health departments, and other community coalitions and organizations to develop and implement **evidence-based** programs, policies, and environmental changes that will contribute to improved health status.

**Roles & Responsibilities**

**Your involvement as a member of the advisory committee** includes serving as the watchdog for the process, assuring everything is going as planned, and to act as advocates of the process in the community. There are several key responsibilities:

1. Determine project structure, purpose, scope, vision, and mission.
2. Review and comment on statistics, qualitative data, and other forms of information about the community.
3. Generate appropriate goals and objectives that relate to the identified, prioritized needs.
4. Act as advocates for the assessment process in the community, including helping identify resources and support.
5. Link with community members to ensure community engagement and communicate feedback.
6. Approve the Community Health Profile Report and the Community Health Improvement Plan.
7. Develop plans for intervention implementation, evaluation, and sustainability.

**The steering committee** will coordinate the assessment process and provide a majority of the work necessary to complete the process (work group). There are several key responsibilities:

1. Guide the process & keep it moving.
2. Review the community assessment process materials.
3. Become community “experts” in the assessment process and receive training, if necessary.
4. Coordinate meetings and meet with subcommittees as needed.
5. Coordinate access to support materials so tasks can be completed (e.g., equipment, work space, supplies, etc.)
6. Assure broad representation of community members and communication links to the community.
7. Perform or delegate data collection and analysis work.
8. Develop the Community Health Improvement Plan with the help of the Advisory Committee members.