

Community Health Improvement Plan Team Work Plan 2016-2017

1. Goal: Re-engage and introduce Community groups to CHIP
2. Goal: Determine structure of Loveland and Estes Park participation and engagement
3. Goal: Measure and share progress on CHIP process
4. Goal: Develop CHIP Leadership Committee
5. Goal: Use community input to review and refine action areas.
6. Goal: Create a detailed Community Health Improvement Plan

Goal 1: Re-engage and introduce Community groups to CHIP

Strategy: Identify and contact all relevant community partners and present CHIP strategy, progress, and next steps				
1.1 By July 2017, CHIP team and process will be introduced to all relevant organizations in the community.				
Quarter	Activity	Lead	Completion Date	Status
Q4	CHIP Coordinator will brainstorm a list of relevant community partners and identify key members and effort level needed for engagement. Goal:	CHIP Coordinator	12/31/2016	Completed
Q4	CHIP Supervisor will create a CHIP overview presentation focused on the CHIP process, the successes thus far, and the next steps	CHIP Supervisor	12/31/2016	Completed
Q4	CHIP core team will design a short survey focused on interest in	Core Team	12/31/2016	N/A

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	participation in CHIP and communication preference			
Q1-Q4	The CHIP email list serve of interested community partners will increase by 15% by 12/31/2017 (starting at 97 contacts)	CHIP Coordinator / CHIP Supervisor	12/31/2017	Completed goal, continuing efforts
Q1-Q2	CHIP Coordinator will schedule 15 minutes at existing meetings for CHIP presentation with identified community partners or 1:1 meetings. By 5/30/2017, Coordinator will reach out to schedule meetings (email/phone call) to an average of 5 agencies/individuals per week, 5% from Loveland.	CHIP Coordinator	1/1/2017-6/1/2017	Completed
Q1-Q3	CHIP supervisor will present CHIP at community partner meetings or a 1:1 meeting. Coordinator will schedule and Supervisor will meet with an average of 5 agencies or people per week from January 15th 2017 to May 15th 2017. Jane will meet with an average of 5 agencies or people per week.	CHIP Supervisor	1/1/2017-6/1/2017	Completed

Goal 2: Determine structure of Loveland and Estes Park participation and engagement

Strategy: Identify the best way to engage the Loveland and Estes Park community in CHIP				
2.1 By December 2017, the CHIP team will have determined the best strategy for working with the Loveland and Estes Communities				
Quarter	Activity	Lead	Completion Date	Status

Q4	CHIP Coordinator will brainstorm a list of relevant community partners and identify key members and effort level needed for engagement with Kay and Karen.	CHIP Coordinator	12/31/2016	Not completed
Q1	CHIP Coordinator will reach out to LCDHE Estes Representative to determine how to best reach the Estes Community.	CHIP Coordinator	1/15/2017	continued discussion
Q1	CHIP team will develop a short survey for Loveland and Estes focusing on preferred method of engagement	CHIP Supervisor/ CHIP Coordinator	3/31/2017	Decided that they will be invited to the summit
Q3	CHIP core team will present to the appropriate leaders regarding CHA data, CHIP prioritization, and Leadership Team in Estes and Loveland. 10 Agencies	CHIP Supervisor/ CHIP Coordinator	6/15/2017	special activity at summit?
Q3	CHIP team will develop the Community Coalition, workgroups, and CHIP framework that best involves Estes and Loveland.	CHIP Supervisor/ CHIP Coordinator	3/15/2018	
Q4	CHIP supervisor will present structure to the core team for approval.	CHIP Supervisor	3/20/2018	

Goal 3: Measure and share progress on CHIP process

Strategy: Evaluate and update CHIP process plan and communication channels

3.1. By January 2017, CHIP process plan will be finalized.

Quarter	Activity	Lead	Completion Date	Status
Q4	CHIP Project Manager to review progress and lessons learned from key players including CDPHE	CHIP Supervisor/ CHIP Coordinator	11/15/2016	Completed
Q4	Core Planning team assigns responsibilities for document revision	CHIP Supervisor	11/15/2016	Completed
Q4	Changes are made to work plan, focusing on potential members interested in involvement and strategies for information dissemination- Quarterly updates	Core Planning team	12/31/2016	Completed

Strategy: Create and communicate clear PROCESS goals and evaluation methods.

3.2 By June, 2017, CHIP Team will create an evaluation protocol for CHIP and timeline.

Quarter	Activity	Lead	Completion Date	Status
Q4	CHIP Team will write up brief one page summary to be sent out in the newsletter	CHIP Coordinator, CHIP Supervisor, PIO	1/1/2017	Completed
Q1	CHIP Team creates list of PROCESS goals for CHIP part 1 outreach and timelines for evaluation.	CHIP Coordinator/CHIP Supervisor	1/1/2015	completed
Q1	CHIP Supervisor to research evidence based evaluation	CHIP Supervisor	1/1/2017-2/	completed

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	protocol, and present proposed evaluation Methods to the Core Planning Team.		1/2017	
Q1	Develop timeline for expected presentations and updates to the Board of Health, and schedule in person presentations- Quarterly updates annual presentation	CHIP Supervisor/ Director	1/15/2017	Completed-quarterly updates, annual presentation
Q1	CHIP Team creates list of PROCESS goals for CHIP CHA outreach, development of community action team and prioritization and timelines for evaluation	CHIP Coordinator/CHIP Supervisor	6/1/2017	completed
Q2	CHIP supervisor to present proposed evaluation Methods and implementation timeline to the Core Planning Team and Core Planning Team provides feedback.	Core Team	6/15/2017	Changes requested to workplan on 4/24/2017
Q2	CHIP Supervisor to finalize the evaluation methods and timeline.	CHIP Supervisor	6/30/2017	Completed
Q3-4	PROCESS timeline/plan presented to community partners along with CHA/CHIP.	CHIP Supervisor	7/1/-2017-10/1/2017	

Goal 4: Develop CHIP Leadership Committee and Community Board

Strategy: Identify and recruit key stakeholders for CHIP Leadership Team and Community Board

4.1 By September, the CHIP team will have an identified 8 Key Leaders for the Leadership Team and 12 Community Coalition members and set meeting time.

Quarter	Activity	Lead	Completion Date	Status
Q1-4	CHIP Supervisor will have informal discussions about Capacity and interest in involvement in CHIP at CHA/CHIP presentations	CHIP Supervisor	1/1/2017-6/1/2017	
Q2	CHIP team will develop ideal structure and roles for leadership team and community board	Core team	6/1/2017	Completed
Q2	CHIP core team will identify list of ideal members of Leadership team and reach out for interest	CHIP Supervisor	6/20/2017	
Q3	CHIP team will meet with Leadership team to discuss CHIP timeline, summit goals and agenda, and changes in CHIP process	CHIP team /Leadership team	9/15/2017	
Q1-4	CHIP Coordinator will survey at summit around interest in workgroups	CHIP Coordinator	1/16/2018	
Q4	CHIP team will hold initial Community workgroup meetings Define role and responsibilities and elect co-chairs	CHIP Supervisor/ CHIP Coordinator	2/15/2018	
Q1	CHIP team will hold initial Executive board meeting Define role and responsibilities	CHIP Supervisor/ CHIP Coordinator	3/1/2018	

Goal 5: Use community input from summit to review and refine action areas.

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Strategy: Develop content plans for community wide summit

3.1. By February 2018, the CHIP will developed the goals of the summit and the content.

Quarter	Activity	Lead	Completion Date	Status
Q3	CHIP Core team will develop summit goals	Core team	6/1/2017	Completed
Q3	CHIP team will present goals and plan to NoCo health Planners for feedback	NoCo Health Planners	6/21/2017	
Q3	Changes will be made to goals and plan	Core Planning team	7/1/2017	
Q3	CHIP Team will determine how to choose presentations to make the summit most successful and who could be the keynote	Core Planning team	5/31/2017	no keynote, no RFP
Q3	CHIP team will set up RFP if necessary	CHIP team	7/20/2017	completed
	CHIP team will promoted RFP via newsletter/website?	CHIP team PIO	7/20/2017	completed
Q3	CHIP team will reach out to keynote speaker	CHIP team	7/20/2017	completed
Q4	Core team will review RFPs and decide who to present	Core team	10/18/2017	completed
Q4	CHIP team will let presenters know who was chosen	CHIP team	11/17/2017	

Q1	CHIP team will develop schedule for day of.	CHIP team	12/17/2017	
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Strategy: Develop resource plans for community wide summit				
3.1. By February 2018, the CHIP will developed the goals of the summit and the content.				
Quarter	Activity	Lead	Completion Date	Status
Q3	CHIP Supervisor will develop budget	CHIP supervisor	6/1/2017	
Q3	CHIP team will begin to research food options	CHIP team	6/15/2017	
Q3	CHIP team will determine rough draft of invitees and numbers	CHIP Lead	6/15/2017	
Q3	CHIP team will begin to research venues	CHIP team	6/30/2017	
Q3	CHIP team will meet with Communications team to determine communication strategies	CHIP team/Katie	7/20/2017	
Q3	CHIP team will book venue	CHIP team	8/19/2017	
Q3	CHIP team will make a save the date and send it out in the CHIP newsletter	CHIP team	9/18/2017	

Q4	CHIP team will book caterer	CHIP team	10/18/2017	
Q4	CHIP team will open up RSVP	CHIP team	12/17/2017? ??	
Q1	CHIP team will send our reminder communications	CHIP team	1/1/2017	
Q1	CHIP team will confirm venue and caterer	CHIP team	12/17/2017	
Q1	CHIP team will finalize guest count	CHIP team	1/1/2017	

Strategy: Develop tools				
3.1. By February 2018, the CHIP will developed the goals of the summit and the content.				
Quarter	Activity	Lead	Completion Date	Status
Q3	CHIP Supervisor will develop budget	CHIP supervisor	6/1/2017	
Q3	CHIP team will begin to research food options	CHIP team	6/15/2017	
Q3	CHIP team will determine rough draft of invitees and numbers	CHIP Lead	6/15/2017	
Q3	CHIP team will begin to research venues	CHIP team	6/30/2017	
Q3	CHIP team will meet with Communications team to	CHIP	7/20/2017	

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	determine communication strategies	team/Katie		
Q3	CHIP team will book venue	CHIP team	8/19/2017	
Q3	CHIP team will make a save the date and send it out in the CHIP newsletter	CHIP team	9/18/2017	

Goal 6: Create a detailed Community Health Improvement Plan

Strategy: The Community Board will create a detailed logframe evaluation process.				
6.1. By December 2018, the CHIP Community Board will have a complete and detailed CHIP, including timeline, monitoring and evaluation, and goal and responsibilities.				
Quarter	Activity	Lead	Completion Date	Status
Q1	CHIP Supervisor will lead a brief overview of monitoring and evaluation. Using the action items as Guidance, the Community Board will develop 1-5 goals under each action item, and assign primary responsibility and determine work groups.	Community Board	3/15/2018-5/1/2018	
Q2	Community Board will break out into work groups and decide desired outcomes, outputs, and activities to achieve those goals. (CHIP will provide a template for assistance)	Community Board	3/15/2018, 4/15, 5/15, 6/15	
Q3	CHIP supervisor will create a logframe based on work group suggestions, including responsible people/organizations for each activity.	CHIP Supervisor	7/15/2018	

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Q3	Community Board will review logframe for completeness and corrections. CHIP supervisor will make appropriate changes.	Community Board	9/1/2018	
Q4	Community Board will sign off on final version to be sent to state.	Community Board	10/1/2018	
Q4	Leadership Team will sign off on final version to be sent to state.	Leadership Team	11/1/2018	
Q4	CHIP coordinator will create an update for the community at large.	CHIP Coordinator	12/1/2018	