

Community Health Assessment Worksheet

A Community Health Assessment (CHA) is a systematic process involving the community to identify and analyze community health needs and assets, prioritize those needs, and then implement a plan to address significant unmet needs.¹ There are 9 steps for conducting a CHA and developing implementation strategies. The CHA is centered around Community Engagement at every step. Use this worksheet to plan your CHA.



Step 1 – Map Development

Reflect on past CHAs to identify what worked well, areas for improvement, and whether implementation strategies had the intended impact as you map your CHA development process.

Have you conducted a Community Health Assessment in the past? If yes, what worked? What didn't work? Did strategies have intended impact?

Step 2 – Build Relationships

Establish trust with community groups to foster inclusivity, creating a stronger sense of joint ownership in the process.

Who are the community stakeholders you would like to involve in the CHA process?

What type of coalition or group can be formed to involve them in the process?

How will you promote a sense of joint ownership in the process?

Step 3 – Develop Community Profile

Use geographic and demographic data to frame the assessment scope and follow-up strategies. ZIP code, census tract, and qualitative data foster understanding of what is meant by "community."

How do you define the community whose health you are assessing? Be as specific as possible.

Step 4 – Increase Equity With Data

Combine quantitative and qualitative data reflecting experiences and opinions of your community. Data should reveal overall community health and highlight needs of various populations while driving health equity.

How will you collect the data needed from the community? (Ex. Surveys, interviews, state/local data sources)
*Focus on the needs of populations experiencing disparities.

Step 5 – Prioritize Needs & Assets

Distinguish the most pressing community health needs and assets based on the data collected.

What community health needs did you identify as priorities?

Step 6 – Document & Communicate Results

Share the results of your assessment with both internal and external audiences.

How will you document and share results internally and externally? (Ex. Internal report, external report, one pager, etc.)

Step 7 – Plan Equity Strategy

Develop comprehensive, multifaceted strategies to address the community health needs prioritized in your assessment. This is crucial to improving community health.

What strategies have you developed or identified to address the prioritized health issues from Step 5?
(Utilize community stakeholders to help choose evidence-based practices and strategies to implement.)

Step 8 – Develop Action Plan

Continuously improve health by turning strategies into concrete actions.

How will you implement and deliver the selected strategies? Utilize the community stakeholders when implementing strategies.

Step 9 – Evaluate Progress

Plan evaluation throughout the CHA process to assess progress towards goals.

How will you evaluate steps and strategies to ensure they are having the intended impact? Progress should be evaluated at each step throughout the process.

Community Health Assessment Checklist

Use this checklist throughout the CHA process to track progress

1. Map Development

- a. What worked and what could be improved from previous CHAs? Did previous implementation strategies have their intended impact?

2. Build Relationships

- a. Reach out to community stakeholders to foster inclusivity and promote joint ownership.

3. Develop Community Profile

- a. Utilize geographic and demographic data to define the community whose health is being assessed.

4. Increase Equity With Data

- a. Collect qualitative and quantitative data on experiences and opinions of the selected community. Highlight needs and subpopulations experiencing disparities and focus on increasing health equity.

5. Prioritize Needs & Assets

- a. Prioritize health needs and assets based off the data collected and analyzed.

6. Document & Communicate Results

- a. Document results and share within group and community.

7. Plan Equity Strategy

- a. Identify and develop strategies to address identified needs and assets from step 5.

8. Develop Action Plan

- a. Utilize and implement selected strategies within the community. Utilize members of the group to implement.

9. Evaluate Progress

- a. Evaluate the process at each step, evaluate strategies to confirm they're having the intended impact.

¹ *Community Health Assessment Toolkit | AHA.* (n.d.). ACHI.

<https://www.healthycommunities.org/resources/community-health-assessment-toolkit>