

## Executive Summary

Community health assessments should contain an executive summary customized for the intended audience. The executive summary for the community health assessment used for accreditation purposes should contain the following data elements:

- I. Vision statement
- II. Leadership
- III. Partnerships/collaborations
- IV. Regional/Contracted Services
- V. Theoretical framework/model
- VI. Collaborative process summary
- VII. Key findings
- VIII. Health priorities
- IX. Next steps

## Additional Guidance

- Vision statement – Leadership provides the vision statement for the community health assessment. Community health assessment is a core tool of public health, but the assessment can serve many purposes. Because the community health assessment is a collaborative process among multiple partners, one must acknowledge that each partner/organization will likely have a unique mission. Leadership should assure that collaborating organizations identify with a shared vision for conducting the community health assessment and the creating the subsequent community health improvement plans while still being true to their own mission. *Note: Highly skilled community health assessment coordinators provide the continuity and expertise for conducting the community health assessment, but they typically do not have the organizational authority for developing the vision statement.*
- Leadership – Leadership for the community health assessment process can be described as traditional, bi-sectoral, multi-sectoral, or cross-sectoral. Historically, community health assessments have been the responsibility of the local health director and their designees. More recently we have seen growth in bi-sectoral leadership emerge as local public health agencies partner with hospitals complying with the Patient Care and Affordable Care Act (2010). Bi-sectoral leadership is also seen between public health agencies and perhaps a non-profit agency such as United Way. In some communities, leadership is shared between several partners as seen with public health agencies who collaborate with several hospitals or health care systems. However, cross-sectoral leadership offers the greatest diversity in leadership with public health, healthcare systems, community agencies, and the business sector leading the community health

assessment process. *Note: The executive summary should name the leaders along with their organization and title.*

- Partnerships – Identify the number and type of partnerships in tabular format:

Example:

| Partnerships  | Number of Partners |
|---|--------------------|
| Public Health Agency                                  | 1                  |
| Hospital/Health Care System(s)                        |                    |
| Healthcare Provider(s) - other than behavioral health |                    |
| Behavioral Healthcare Provider(s)                     |                    |
| Dental Health Provider(s)                             |                    |
| EMS Provider(s)                                       |                    |
| Pharmacy/Pharmacies                                   |                    |
| Community Organization(s) - advocacy, charitable, NGO |                    |
| Business(s) - employers, not organizations            |                    |
| Educational Institution(s) - colleges, universities   |                    |
| Public School System                                  |                    |
| Media/Communication Outlet(s)                         |                    |
| Public Member(s)                                      |                    |
| Other- specify  |                    |

- Regional/contracted services – Indicate if the community health assessment received support from a regional community health initiative or a privately contracted vendor. *Note: Provide details in the introduction to the community health assessment.*
- Theoretical framework/model – Specify which theoretical framework of model was used to guide the process. Examples include: Community Health Business Model (population health), Socio-ecological Model, MAPP, SHIP, PRECEDE/PROCEDE.
- Collaborative process summary – Briefly describe the overall structure of the collaborative process including month/year of initial planning and month/year that the assessment was completed.
- Key findings – Summarize major findings from the primary, secondary, and resource assessment and analyses.
- Health priorities – Identify the top health priorities selected for the community health improvement plans.
- Next steps – Indicate next steps for developing the community health improvement plans.

Suggested word limitation: 750

## References

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