

## STEP 8: DEVELOP THE ACTION PLAN [HEALTH IMPROVEMENT PLAN (HIP)]

### COMPONENTS

A written summary of the health improvement plan includes the following:

- A description of the community
- Vision and clearly articulated mission to address community needs
- Leadership commitment to improving community health
- Target areas and service to vulnerable populations
- A description of how the plan was developed and adopted
- What groups were involved in crafting the plan
- The major health needs and how the priorities were determined
- What the lead organization and collaborating groups will do to address the community health needs (goals, objectives, strategies, and indicators)
- The resources, including collaborative efforts, that will be used to implement and sustain the plan
- How and when the plan will be evaluated

IRS requirements for non-profit 501(c)(3) community hospitals' implementation strategy\*

- A strategy to meet community needs identified in the CHNA and a plan to evaluate impact
- A description of how the hospital plans to commit programs and resources to address the health need(s)
- Identified needs that are not addressed and rationale for not addressing them
- Governing board approval of the implementation strategy
- Updated implementation strategy based on changes in community health status at least every three years

\*A final rule allows an additional 4.5 months after the CHNA is completed for the implementation strategy (to match the due date, without extensions, of the hospital's Form 990. See IRS Schedule H (Form 990)

[www.irs.gov/pub/irs-pdf/f990sh.pdf](http://www.irs.gov/pub/irs-pdf/f990sh.pdf).

PHAB requirements in Measure 5.2.2 L for a health improvement plan:

- Desired measurable outcomes or indicators of health improvement and priorities for action
- Policy changes needed to accomplish health objectives
- Individuals and organizations that have accepted responsibility for implementing strategies
- Consideration of state and national priorities

## STEP 8: DEVELOP THE ACTION PLAN [HEALTH IMPROVEMENT PLAN (HIP)]

### **RESOURCES**

- The National Association of City and County Health Officials (NACCHO) has some excellent resources on community health assessment and planning models:  
[www.naccho.org/topics/infrastructure/CHAIP/chachip-online-resource-center.cfm](http://www.naccho.org/topics/infrastructure/CHAIP/chachip-online-resource-center.cfm)
- The Healthy People 2020 website contains Map-It, an easy-to-follow model:  
[www.healthypeople.gov/2020/tools-and-resources/Program-Planning](http://www.healthypeople.gov/2020/tools-and-resources/Program-Planning)
- A publication especially designed to help hospitals improve the health of their communities through community benefits programs is *Assessing & Addressing Community Health Needs* developed by the Catholic Health Association of the United States in cooperation with VHA Inc. and the Healthy Communities Institute:  
[https://www.chausa.org/docs/default-source/general-files/cb\\_assessingaddressing-pdf.pdf?sfvrsn=4](https://www.chausa.org/docs/default-source/general-files/cb_assessingaddressing-pdf.pdf?sfvrsn=4)