1. **Background**
   - Published date
   - Publicly available
   - Easy to locate
   - Lead group is community-based
   - Lead group for CHNA also led writing

2. **Shared Ownership**
   - CHNA led by single group or coalition
   - Lead group membership identified
   - Lead group membership inclusion process described
   - Lead group representative of community
   - Lead or lead group includes Local Health Department

3. **Defining Community**
   - Geography of community identified
   - Data source identified
   - Narrow or broad definition of community
   - Community demographic data provided
   - Demographic data source identified

4. **Data Collection & Analysis**
   - Includes methods section
   - Methods section is thorough
   - Used existing model to inform methods
   - Included primary data
   - Included secondary data
   - Process for identifying data described
   - Process for prioritizing data described

5. **Types of Data**
   - Disease incidence & prevalence
   - Inpatient, emergency room, outpatient utilization
   - Education, household income, unemployment
   - Home ownership/rentals
   - Arrests, incarceration
   - Proximity of health food, food security
   - Proximity of basic & social services
   - Parks, recreation opportunities, open spaces
   - Access to transportation, system quality

6. **Community Engagement**
   - Gathered community input
   - Process for community input described

7. **Priority Setting**
   - Priority setting described
   - Priority is defined
   - Community board input on prioritization
   - Community at-large input on prioritization
   - Clear criteria for prioritization
   - Tools developed/used to help with priority setting
   - At least 3 priorities selected
   - Rational provided for priority areas not selected
### 8. Strategy Development
- Strategies identified
- Evidence provided
- Policy change included as a strategy
- Strategies assigned to responsible party
- Community board approval
- Hospital board approval
- Timeline included

### 9. Monitoring & Evaluation
- Outcome objectives identified
- Impact objectives identified

### 10. Public Reporting
- Plan for public reporting included

For Questions
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