Introduction

Introduction

PURPOSE

This *Tribal Community Health Assessment Toolkit* is designed to guide tribal health departments through a process to assess overall community health status. It provides guidance in engaging the community and stakeholders to address the requirements for CHA as identified by the PHAB. It presents a framework that consists of the seven common elements used in proven CHA approaches with guidance and practical tools. Use of this toolkit will not guarantee that a tribe's CHA will meet the requirements as outlined in PHAB's standards and measures, as only PHAB can make that determination. It will, however, guide tribal health departments through a comprehensive process aimed at assessing health status. The tribal CHA ultimately will be used to identify or re-assess health priorities that will be addressed in a tribal health improvement plan and a strategic plan for tribal health departments.

TOOLKIT CONTENT AND RESOURCES

This *Tribal Community Health Assessment Toolkit* was developed as a resource for tribal leaders, tribal health professionals, and community members who are interested in assessing and monitoring the health status of tribal communities. The contents of the toolkit can be used as a foundation for planning and conducting a CHA process. Tribes are encouraged to make community specific adaptations that supplement the basic CHA framework.

The toolkit is organized into five chapters that introduce the reader to activities and tasks related to the Tribal CHA planning and development process. The five chapters are described below:

- **Chapter 1: *Understanding Community Health Assessments*** defines what an assessment entails, and the main outcome of an assessment.
- **Chapter 2: *Tribal CHA Toolkit Approach*** provides an overview of tribal CHA steps.
- **Chapter 3: *Planning for the Tribal CHA*** provides guidance for forming a CHA Core Work Team, identifying collaborators defining the community, engaging the community, and preparing a work plan.
- **Chapter 4: *Implementation the Tribal CHA*** describes the process of conducting a CHA, including identifying health indicators, identifying data sources, preparing for data collection, and data analysis, and compiling the report.
- **Chapter 5: *Take Action*** discusses how to communicate the results and stresses the importance of utilizing the Tribal CHA as a basis for priority section and action planning.

Introduction

In addition, the toolkit provides the following resources, planning documents, worksheets and templates to guide the implementation of the Tribal CHA.

- **Tool 1:** Readiness Questionnaire for the Tribal CHA
- **Tool 2:** Sample Tribal CHA Memorandum of Agreement
- **Tool 3:** Tribal CHA Work Plan Sample and Template
- **Tool 4:** Purpose, Community, and Audience Statement
- **Tool 5:** Planning Strategies Checklist for Community Engagement and Involvement
- **Tool 6:** Common Health Focus Areas and Indicators
- **Tool 7:** Sample Prioritization Criteria Matrix
- **Tool 8:** Health Indicators and Data Sources Worksheet
- **Tool 9:** Data Source Assessment Questionnaire
- **Tool 10:** Sample Data Sharing Agreement
- **Tool 11:** Data Collection Checklist
- **Tool 12:** Data Collection Plan Template
- **Tool 13:** Sample Tribal CHA Presentation Outline
- **Tool 14:** Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis Worksheet

How to Use This Toolkit

We have designed this toolkit for users with varying levels of knowledge and experience in conducting CHAs. Some users may find it useful to read only the narrative while others may complete all the recommended activities and tools. Although users may be interested in learning about a particular topic, we suggest all components of the toolkit should be reviewed. To begin, we recommend that each user read all of Chapters 1-2 which provides an overview to the CHA approach and explains how the toolkit focuses on the viewpoint of tribal health departments. Whatever the level of experience, the recommended approach to using the Toolkit is as follows:

- Read the guidance on the basic CHA approach presented in each chapter

- Consider what actions are appropriate for your Tribal CHA

- Utilize the tools and resources in the Appendix

- Modify the tools to meet the needs of the tribe, if necessary