



Massachusetts Department of Public Health

Determination of Need

Community Health Initiative

Community Engagement Plan

Version: 8-1-2017

The Community Engagement Plan is intended for those Applicants with CHIs that require further engagement above and beyond the regular and routine CHNA/CHIP processes. For further guidance, please see the *Community Engagement Standards for Community Health Planning Guidelines* and its appendices for clarification around any of the following terms and questions.

All questions in the form, unless otherwise stated, must be completed.

Approximate DoN Application Date: DoN Application Type:

Applicant Name:

What CHI Tier is the project? ☐ Tier 1 ☐ Tier 2 ☒ Tier 3

1. Community Engagement Contact Person

Contact Person: Title:

Mailing Address:

City: State: Zip Code:

Phone: Ext: E-mail:

2. Name of CHI Engagement Process

Please indicate what community engagement process (e.g. the name DoN CHI Initiative associated with the CHI amount) the following form relates to. This will be use as a point of reference for the following questions.
(please limit the name to the following field length as this will be used throughout this form):

3. CHI Engagement Process Overview and Synergies with Broader CHNA /CHIP

Please briefly describe your overall plans for the CHI engagement process and specific how this effort that will build off of the CHNA / CHIP community engagement process as is stated in the *DoN Community-Based Health Initiative Planning Guideline*.

4. CHI Advisory Committee

In the CHNA/CHIP Self Assessment, you listed (or will list) the community partners that will be involved in the CHI Advisory Committee to guide the 2018 CHI Initiative . As a reminder:

For Tier 2 DON CHI Applicants: The CHI Advisory Committee is tasked with helping select DoN Health Priorities based on the CHNA / CHIP unless the Applicant is directed by DPH to conduct additional community engagement. If so, the advisory committee's role is to guide that additional work.

For Tier 3 DON CHI Applicants: The CHI Advisory Committee is to select DoN Health Priorities based on, **but not exclusive to**, the CHNA / CHIP. This includes the additional community engagement that must occur to develop the issue priorities.

5. Focus Communities for CHI Engagement

Within the 2018 CHI Initiative , please specify the target community(ies), please consider the community(ies) represented in the CHNA / CHIP processes where the Applicant is involved.

Add/Del Rows	Municipality	If engagement occurs in specific neighborhoods, please list those specific neighborhoods:
<input type="checkbox"/> + <input type="checkbox"/> -	Boston	Specific neighborhoods include Dorchester, Mattapan, Mission Hill, Roxbury and Jamaica Plain

6. Reducing Barriers

Identify the resources needed to reduce participation barriers (e.g., translation, interpreters, child care, transportation, stipend). For more information on participation barriers that could exist, please see Appendix A from the *Community Engagement Standards for Community Health Planning Guidelines* <http://www.mass.gov/eohhs/docs/dph/quality/don/guidelines-community-engagement.pdf>

DHCI staff have reviewed Appendix A to the Community Engagement Standards for Community Health Planning Guidelines to understand participation barriers to community engagement. Consequently, to reduce barriers within the CHI process, DHCI will implement the following strategies:

1. The RFP Announcement will be translated into Spanish and published in appropriate Spanish-language print media.
2. The RFP Bidders Conferences will be held in family-friendly environments, with one meeting being held in the day and another being held in the evening to maximize participation by community-based organization staff and members. Interpreters will also be available at these sessions to translate in American Sign Language and Spanish.
3. The RFP will be available electronically on DHCI's web site and print materials will be available in the DHCI Community Benefits Office.

These steps will ensure a reduction in participation barriers.

7. Communication

Identify the communication channels that will be used to increase awareness of this project or activity:

DHCI is developing a thoughtful and transparent CHI process focused on maximizing community engagement. Accordingly, the hospital has developed a robust communication plan to increase awareness of the CHI. The communication plan comprises the following components: 1) Development of a specific section of the DHCI web site devoted to the CHI; 2) CHI announcements will be placed on DHCI's main page of its web site and interested parties will be able to "sign-up" to receive email information on the CHI process; and 3) CHI activities, such as the release of the RFP and notices for the Bidders Conferences will be placed in local, relevant media. This plan will ensure a transparent process and notification to all interested parties about CHI activities.

8. Build Leadership Capacity

Are there opportunities with this project or activity to build community leadership capacity?

☒ Yes ☐ No

If yes, please describe how.

DHCI is always seeking ways to empower the community and local community-based organizations. Consequently, DHCI will work with its evaluator to identify potential opportunities to build leadership capacity through CHI activities and implement appropriate strategies for success.

9. Evaluation

Identify the mechanisms that will be used to evaluate the planning process, engagement outcome, and partner perception and experience:

DHCI will work with a third-party evaluator to identify appropriate outcome and process metrics to evaluate the planning process, engagement, partner perception and experience, as well as the impact of CHI funding.

10. Reporting

Identify the mechanisms that will be used for reporting the outcomes of this project or activity to different groups within the community:

Residents of Color

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with residents of color. Additionally, community meetings to discuss outcomes from the CHI will be published in the Banner, as well as other community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette.

Residents who speak a primary language other than English

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with residents who speak a primary language other than English. Additionally, community meetings to discuss outcomes from the CHI will be published in El Mundo (a statewide Latino newspaper), as well as other community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette.

Aging population

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with elderly residents. Additionally, community meetings to discuss outcomes from the CHI will be published in community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette, as well as Elder Affairs newsletters.

Youth

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with youth. Additionally, community meetings to discuss outcomes from the CHI will be published in community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette.

Residents Living with Disabilities

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with residents living with disabilities. Additionally, community meetings to discuss outcomes from the CHI will be published in community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette.

GLBTQ Community

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with GLBTQ residents. Additionally, community meetings to discuss outcomes from the CHI will be published in the Bay Windows newspaper, as well as community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette.

Residents with Low Incomes

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with low-income residents. Additionally, community meetings to discuss outcomes from the CHI will be published in community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette.

Other Residents

DFCI will ensure that all outcomes from the CHI are reported to certain partnering community-based organizations and community health centers given that many of these groups work with local residents. Additionally, community meetings to discuss outcomes from the CHI will be published in community newspapers, such as the JP Gazette, Dorchester Reporter, South End News, and the Mission Hill Gazette, as well as neighborhood coalition notices (if applicable).

11. Engaging the Community At Large

Which of the stages of a CHNA/CHIP process will the 2018 CHI Initiative focus on? Please describe specific activities within each stage and what level the community will be engaged during the 2018 CHI Initiative. While the step(s) you focus on are dependent upon your specific community engagement needs as a result of your previous CHNA/CHIP work, for tier 3 applicants the CHI community engagement process must at a minimum include the "Focus on What's Important," "Choose Effective Policies and Programs" and "Act on What's Important" stages. (For definitions of each step, please see pages 12-14 in the *Community Engagement Standards for Community Health Planning Guidelines* <http://www.mass.gov/eohhs/docs/dph/quality/don/guidelines-community-engagement.pdf>).

	Inform	Consult	Involve	Collaborate	Delegate	Community - Driven / -Led
<input type="checkbox"/> Assess Needs and Resources						
<input type="checkbox"/> Focus on What's Important						
<input type="checkbox"/> Choose Effective Policies and Programs						
<input checked="" type="checkbox"/> Act on What's Important	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please describe the engagement process employed during the "Act on What's Important" phase.	Based on the 2016-2019 CHNA and CHNA Implementation Plan, the Allocation Committee will facilitate a transparent funding and allocation process. This Committee is tasked with developing a sound solicitation process including a Bidders Conference that allows DFCI to provide potential applicants with information on the request for proposal ("RFP"). Additionally, the Allocation Committee will ensure that technical assistance resources are available during the RFP process. The Allocation Committee also will ensure there are no conflicts of interest with the distribution of funds. For the procurement process aspect of this phase, DFCI will reach the "Involve" level of engagement. Additionally, for the CHI implementation aspect of this phase, where CHI funds are distributed to organizations and CHI projects are implemented, DFCI will reach the "Consult" level of engagement.					
<input checked="" type="checkbox"/> Evaluate Actions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please describe the engagement process employed during the "Evaluate Actions" phase.	Post-Public Health Council approval, DFCI will select an evaluator to collaborate with on the CHI process. The evaluator will be tasked with monitoring and evaluating the community partners on an ongoing basis and reporting progress to DFCI on CHI activities on an annual basis. Post-review, these reports will be submitted to the Department of Public Health. For this phase, DFCI will reach the "Consult" level of engagement.					

12. Document Ready for Filing

When the document is complete, click on "document is ready to file". This will lock in the responses, and Date/Time stamp the form. To make changes to the document, un-check the "document is ready to file" box. Edit the document, then lock file and submit. Keep a copy for your records. Click on the "Save" button at the bottom of the page.

To submit the application electronically, click on the "E-mail submission to DPH" button.

This document is ready to file: ☒

Date/Time Stamp: 07/19/2018 3:39 pm

E-mail submission to DPH