SOUTH DAKOTA GOOD & HEALTHY COMMUNITY CHECKLIST USER GUIDE

The SD Good & Healthy Community Checklist should be completed as a coordinated effort by a community coalition, partners, and stakeholders that represent various sectors in the community. This broad representation will strengthen the community health needs assessment process.

REFER TO THE SD GOOD & HEALTHY COMMUNITY GLOSSARY IN THE TOOLS AND TEMPLATES OF THIS SECTION, AND GO TO KEY STAKEHOLDERS AND RECRUITING KEY MEMBERS IN THE TOOLKIT FOR MORE EXAMPLES AND GUIDANCE.

UNDERSTANDING THE CHECKLIST

Included below are instructions and examples to guide and assist a community coalition, workgroup, etc. in completing the Checklist tool and supporting documents when conducting a community health needs assessment.

The Checklist is designed as a comprehensive assessment of four different sectors in a community to determine if and what population-based strategies that address chronic disease prevention and control are currently in place. The sectors included within the Checklist include: Community, Worksite, Healthcare, and School.

Four health indicators – nutrition, physical activity, tobacco, and chronic disease management – will be assessed for each sector, with the exception of school health exclusive to the School sector. There are specific indicators included within each module that are scored to determine its level of implementation and will provide insight regarding the health of each sector in the community. The Checklist is designed to assess a minimum of one to two sites (entity) within each sector. The following assessments should be completed to garner a "snapshot" of your community's health:

- **Community sector:** *A minimum of two assessments per community site* should be completed.
  - Instructions:
    1. Assess the city/community in general (i.e. City, Chamber of Commerce), **and**
    2. Assess at *least one* other entity, group, or organization that provides a service to the city (i.e. United Way Boy's and Girl's Club, Park and Rec, city library, etc.)
- **Worksite sector:** *A minimum of two or three assessments in each community site* should be completed.
  - Instructions: Assess any business/employer in the community that has at least eight employees.
- **Health Care sector:** A minimum of *two or three assessments in each community site should be completed.*
  - Instructions:
    1. Assess a local hospital that serves the community-at-large, **and**
    2. Assess at least one local clinic, assisted living, or nursing home, etc.
- **School sector:** A minimum of *one to two assessments in the school district should be completed.*
  - Instructions:
    1. Conduct one assessment if the local school is a contiguous k-12 facility;
    2. If the local school includes separate buildings, elementary school and high school, both assessed;
    3. If the community has both a public school and parochial school; conduct a separate assessment for each school.

Please note: a college or technical school should be assessed as a worksite, not as a school.

The Indicator Modules indicate what policies are in place, how regulations should be followed, and what strategies there are to promote education and awareness of chronic disease risk factors, and address prevention and health promotion. Each *Module* (Policy/Regulations and Environmental Change, and Education and Awareness) located within **each** *Health Indicator* (physical activity, nutrition, tobacco, and chronic disease management) is scored based on a scale of 0 – 3, understanding that all strategies included in the *Module* may not be applicable to each community. The strategies are scored with their corresponding drop-down box. A total score of all the strategies scored within each *Module* is calculated.

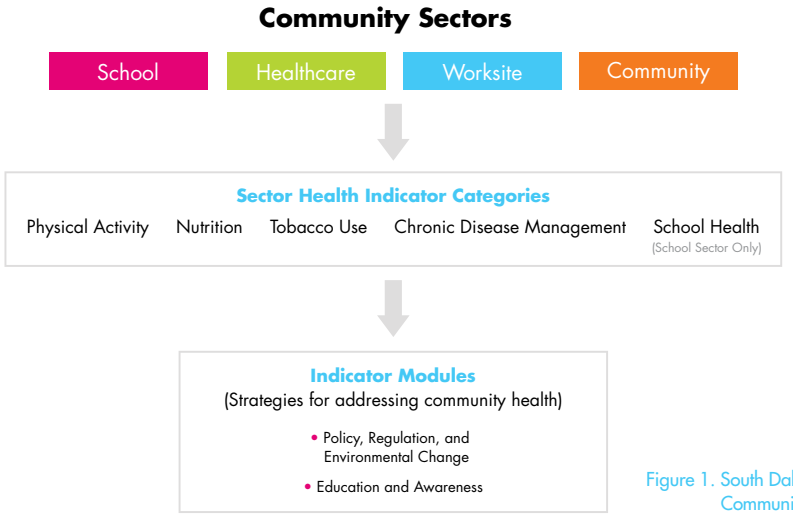


Figure 1. South Dakota Good & Healthy Community Checklist Design

A summary of the final *Module* Scores is indicated on the cover page for each site assessed (i.e. separate Excel files are utilized for each site assessed). The scores are generated based on the total score assigned to each Module's Indicator from the drop-down box and automatically populated on the sector cover page. These module scores summaries indicate existing assets and gaps within that sector.

Upon completion of the Checklist a final summary score template will be completed by the community coalition and stakeholders, which generates an overall percentage score of the community sectors, indicators, and modules. These summary scores provide an assessment of the community's health regarding chronic disease prevention and control efforts.

If questions or concerns arise while completing this Checklist, refer to the Frequently Asked Questions (FAQ) section of the Toolkit, or contact the SDGHCC consultants for technical assistance at *DOH.info@state.sd.us*

COMPLETING THE CHECKLIST

Completing the Checklist is a comprehensive process that includes completing and utilizing a series of tools and templates to garner a "snapshot" of the community's health status. Refer to Figure 2 for an illustration of a Step-by-Step Guide for completing the process.

1. Identify and define the community that will be assessed. If the community is rural and has limited resources, refer to a neighboring community who is relied upon to provide access to resources for the community being assessed and complete the checklist based on their available resources.

2. Determine the size and city classification of the community.
   - Class I or Urban – populations 5,000 and over
   - Class II or Suburban – populations 5000-500
   - Class III or Rural – populations under 500

3. Identify individuals and/or community coalition members that are familiar with the community sectors (School, Worksite, Healthcare, and Community) to complete the Checklist. Refer to and complete the *South Dakota Good & Healthy Community Stakeholder Roles & Responsibilities Template* in the *Tools and Templates* of this section to determine which community members can assist with completing the Checklist and how they can contribute.

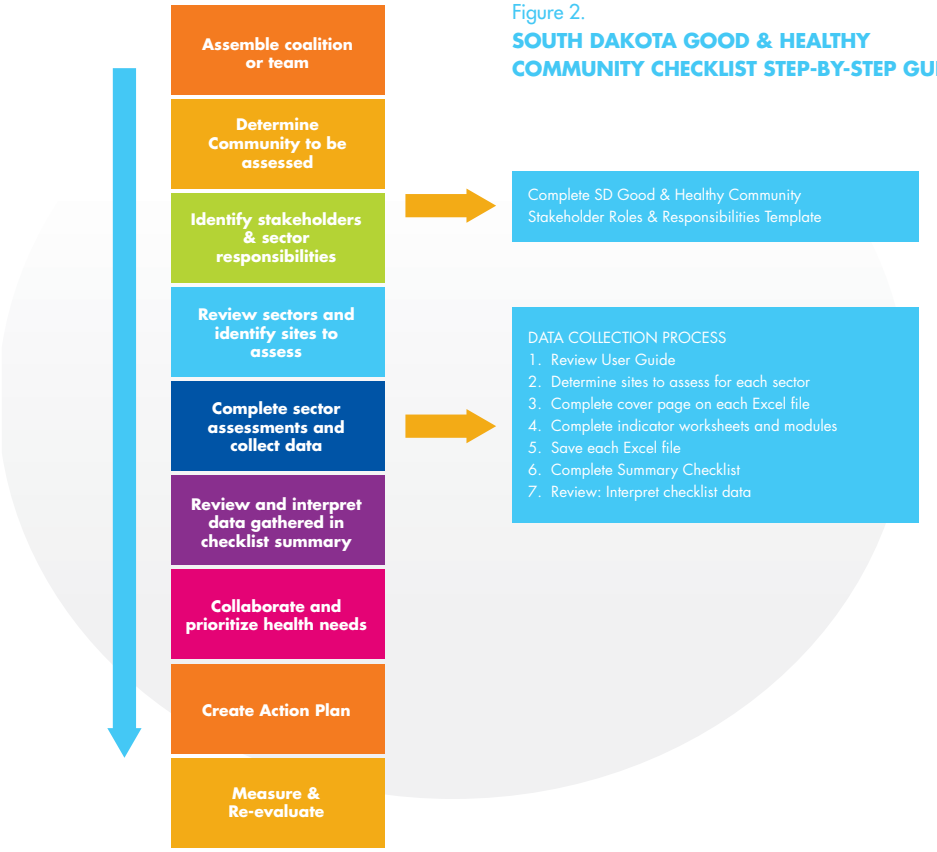
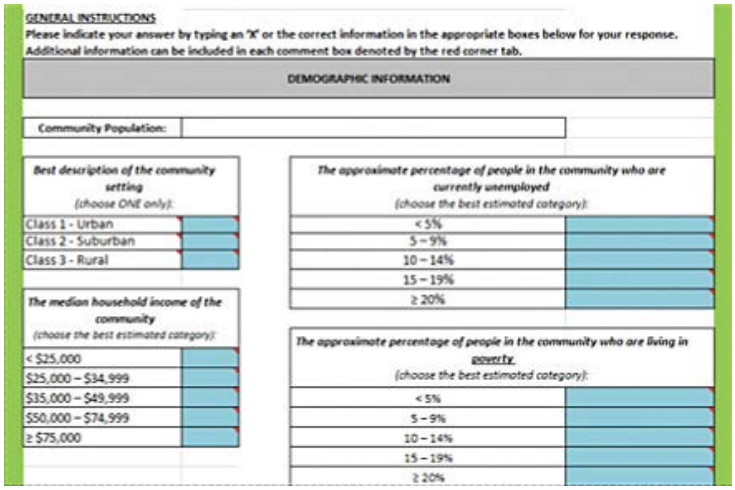


Figure 2.
SOUTH DAKOTA GOOD & HEALTHY COMMUNITY CHECKLIST STEP-BY-STEP GUIDE

4. Determine the sites that will be used for an assessment in each sector. Complete the Checklist for each of the four sectors *(and the number of required assessments)* in your community.

5. Access the files named; *Health Care Checklist, Worksite Checklist, Community Checklist, and School Checklist.* Complete the Cover Page for each *site (refer to Pages 1-2 for the number of sites required)* assessed within each sector. Provide the required demographic information relative to the site being assessed (i.e. Refer to Figure 3 for an example of the Community Setting Cover Page). ***Note: Do not complete the Module Summaries Score – scores will auto populate once the indication worksheets are completed. Refer to steps 6-11.*



GENERAL INSTRUCTIONS
Please indicate your answer by typing an "X" or the correct information in the appropriate boxes below for your response. Additional information can be included in each comment box denoted by the red corner tab.

DEMOGRAPHIC INFORMATION

Community Population:

Best description of the community setting (choose ONE only):	
Class 1 - Urban	
Class 2 - Suburban	
Class 3 - Rural	

The approximate percentage of people in the community who are currently unemployed (choose the best estimated category):	
< 5%	
5 – 9%	
10 – 14%	
15 – 19%	
≥ 20%	

The median household income of the community (choose the best estimated category):	
< $25,000	
$25,000 – $34,999	
$35,000 – $49,999	
$50,000 – $74,999	
≥ $75,000	

The approximate percentage of people in the community who are living in poverty (choose the best estimated category):	
< 5%	
5 – 9%	
10 – 14%	
15 – 19%	
≥ 20%	

Figure 3

Scoring Key

3 = Fully implemented. The action/activity has been completed.

2 = Partially implemented. The action/activity has been started.

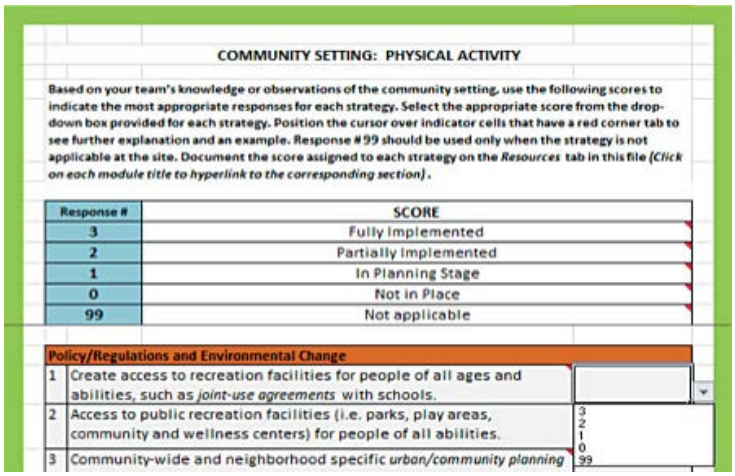
1 = In planning stage. The action or activity is being planned.

0 = Not in place. The action/activity is absent.

99 = Not applicable. The action/activity does not apply in this situation.

6. Follow the *scoring procedures* as follows:
   - Each health indicator has a score that ranges from 0-3. This scoring should provide a consistent way to determine the level of implementation for each indicator. A score of 99 is assigned to each strategy that is not applicable to the community and the score will be excluded from the calculated total Module score.
   - Each health indicator should be assessed and the appropriate score should be indicated in the corresponding scoring cell. Select the score using the drop-down box that is present for each strategy.
   - Refer to the Scoring Key for explanation of what the scores mean when using the Checklist.
   - The most current data available, preferably collected within the past year, should be used to score the strategies.
   - A total score will be calculated for each sector regarding the Policy/ Regulation and Environmental Change, and the Education and Awareness modules.
   - The cover page will provide a summary score for each Module assessed within each sector and serve as baseline data for program planning and evaluation.

7. Beside each strategy is a corresponding drop-down box with the available scores. Select the score that best represents its current status. (i.e. Refer to Figure 4 below for an example of the Community Setting, Physical Activity scoring design.)



COMMUNITY SETTING: PHYSICAL ACTIVITY

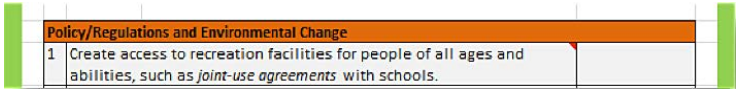
Based on your team's knowledge or observations of the community setting, use the following scores to indicate the most appropriate responses for each strategy. Select the appropriate score from the drop-down box provided for each strategy. Position the cursor over indicator cells that have a red corner tab to see further explanation and an example. Response # 99 should be used only when the strategy is not applicable at the site. Document the score assigned to each strategy on the *Resources* tab in this file *(Click on each module title to hyperlink to the corresponding section)*.

Response #	SCORE
3	Fully Implemented
2	Partially Implemented
1	In Planning Stage
0	Not in Place
99	Not applicable

Policy/Regulations and Environmental Change		
1	Create access to recreation facilities for people of all ages and abilities, such as *joint-use agreements* with schools.	
2	Access to public recreation facilities (i.e. parks, play areas, community and wellness centers) for people of all abilities.	3 2 1 0 99
3	Community-wide and neighborhood specific *urban/community planning*	

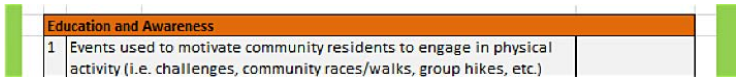
Figure 4

8. Document the score assigned to each strategy on the Resources tab in each Excel file *(Click on each module title, i.e. Policy/Regulations and Environmental Change, Education and Awareness, to hyperlink to the corresponding section on the* ***Resources*** *worksheet)*. Refer to Figure's 5 and 6 for examples.



Policy/Regulations and Environmental Change		
1	Create access to recreation facilities for people of all ages and abilities, such as *joint-use agreements* with schools.	

Figure 5



Education and Awareness		
1	Events used to motivate community residents to engage in physical activity (i.e. challenges, community races/walks, group hikes, etc.)	

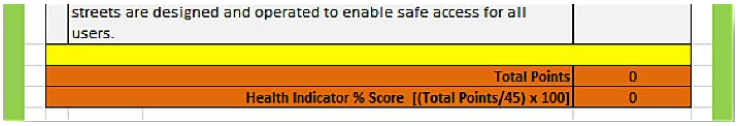
Figure 6

9. Document the resources used to justify each score assigned to each corresponding strategy (i.e. numbered strategy in each Module). Include the name of resources, source of resources or information (i.e. website, organizations, etc.), source contact, and any other pertinent information utilized to score the strategy. Refer to Figure 7 for an example of the Physical Activity Indicator and corresponding Modules (i.e. Policy/Regulations and Environmental Change, and Education and Awareness). *(Click on each module title, i.e. Policy/Regulations and Environmental Change, Education and Awareness, to hyperlink to the corresponding section on each Indicator worksheet, i.e. Physical Activity).*

PHYSICAL ACTIVITY				
Strategy	Name of resources	Source of resources (i.e. website, organizations, etc.)	Source Contact (Name, Title)	Other
Policy/Regulations and Environmental Change				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
Education and Awareness				
1				
2				
3				
4				

Figure 7

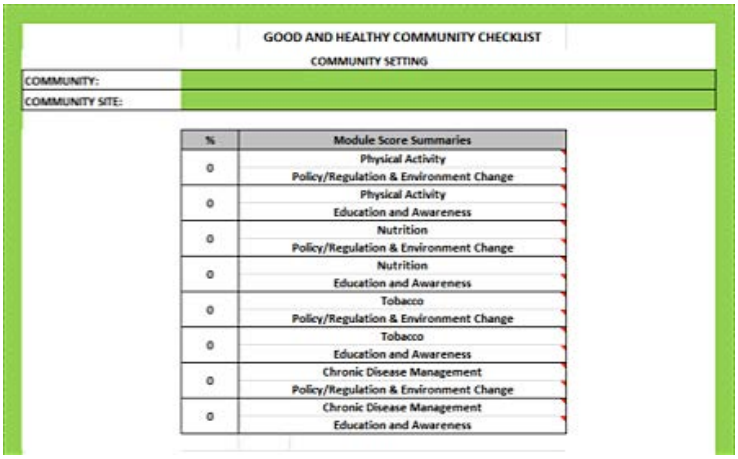
10. A summary of the Module Scores within each sector is calculated at the bottom of each Module to identify assets and gaps that exist. The summary scores (% Score) automatically populate into cells titled *Total Points & Health Indicator % Score*, in the Excel file (i.e. Figure 8).



streets are designed and operated to enable safe access for all users.	
Total Points	0
Health Indicator % Score [(Total Points/45) x 100]	0

Figure 8

11. The summary score calculated for each Module (i.e. 1) Policy, Regulation, and Environmental Change; and 2) Education and Awareness within each sector worksheet (i.e. Physical Activity Indicator) is automatically populated into the Module Score Summaries on the Excel file's Cover Page (i.e. Refer to Figure 9 for an example of the Community Setting Cover Page).



GOOD AND HEALTHY COMMUNITY CHECKLIST

COMMUNITY SETTING

COMMUNITY:	
COMMUNITY SITE:	

%	Module Score Summaries
0	Physical Activity Policy/Regulation & Environment Change
0	Physical Activity Education and Awareness
0	Nutrition Policy/Regulation & Environment Change
0	Nutrition Education and Awareness
0	Tobacco Policy/Regulation & Environment Change
0	Tobacco Education and Awareness
0	Chronic Disease Management Policy/Regulation & Environment Change
0	Chronic Disease Management Education and Awareness

Figure 9

12. Upon completion of each site assessed within each of the Checklist Sectors, complete the ***South Dakota Good & Healthy Community Checklist Summary*** (i.e. Figure 10 -11) to create a comprehensive summary/ percentage score of **all** of the Checklist Sectors Indicators and Modules.
    - Sectors are organized into individual worksheets within the Checklist Summary.
    - To complete the Checklist Summary:
        1. Manually transfer the Sector Module Score Summaries from each Sector Cover Page (i.e. Figure 9), into the corresponding Sector worksheets (i.e. Worksite, School, Healthcare, and Community) in the Checklist Summary (i.e. Figure 10).
        2. The cover page is included in the Checklist Summary which includes a summary of all of the Sector Indicators and Modules. The page will automatically populate once the Sector worksheets have been completed first (i.e. Figure 11).
    - The data indicates a percentage score based on a 100% scale and indicates community capacity to address chronic disease prevention and control, along with associated risk factors within community sectors.
    - A low score for a module indicates that policy/regulation and environment changes, and education and awareness strategies are not in place at that site. A high score indicates that that site has begun to implement strategies or already has some in place.

South Dakota Good & Health Community Checklist
Community Summary

COMMUNITY NAME:								
COMMUNITY SITE(S):	Modules		Modules		Modules		AVERAGE TOTAL SCORE	
	PRE	EA	PRE	EA	PRE	EA	PRE	EA
Module								
Physical Activity	0%	0%	0%	0%	0%	0%	0%	0%
Nutrition	0%	0%	0%	0%	0%	0%	0%	0%
Tobacco Use	0%	0%	0%	0%	0%	0%	0%	0%
Chronic Disease Management	0%	0%	0%	0%	0%	0%	0%	0%

Figure 10

South Dakota Good & Healthy Community Checklist Summary

60%	
Needs	*Strengths*

Community	Policy, Regulation, & Environmental Changes	Education & Awareness
Module		
Physical Activity	0%	0%
Nutrition	0%	0%
Tobacco Use	0%	0%
Management	0%	0%

Figure 11

AFTER COMPLETING THE CHECKLIST – NEXT STEPS

1. Review and interpret checklist data.

- Identify community sectors **Needs** and **Strengths** from the *South Dakota Good & Healthy Community Checklist Summary,* to understand the "health" of the community regarding chronic disease prevention and control.
- The community Needs and Strengths are based on a 100% scale. Community Needs are defined as a percentile score of 60% or less, and denotes indicators that the community can target for improvement. Community Strengths are defined as percentile score of 61% or more, and indicates the community is implementing those sector indicators.

- A community may choose to identify different threshold levels (i.e. cut-off points) to establish a baseline measurement for implementation of the strategies included in the sector indicators and modules. The scale provided serves as a general baseline measurement.

2. Collaborate with partners to prioritize health needs.

- After completing the CHNA, the highest needs in the community will be identified in the community sector *Needs* and *Strengths*. For example, a community may focus on improving *Strengths* that perhaps didn't score very high, however they are recognized as a priority for the community to improve. Refer to the *South Dakota Good & Healthy Community Health Needs Assessment and Improvement Planning Toolkit – Define Health Priorities*, for priority setting information and template to assist with prioritizing community workgroup and/or stakeholders efforts on addressing identified *Needs* and *Strengths*.
- Focus on needs where funding will truly make a difference; having a small number of focus areas can make it easier to document impact.

3. Create a strategic plan of action.

- The priorities identified by the community workgroup/stakeholders will be the basis for creating a strategic plan of health improvement for the community.
- Refer to *South Dakota Good & Healthy Community Health Needs Assessment and Improvement Planning Toolkit – Writing a Community Health Action Plan*, for information on how to create an action plan and a template to assist with initiating the process.

4. Measure progress.

- The community workgroup/stakeholders will need to identify what the criteria for success are to assist with measuring progress for addressing the identified health needs and priorities. Refer to the *South Dakota Good & Health Community Checklist Summary* sector scores to determine what threshold levels (i.e. 60%> = Needs) defined by the community (i.e. 50%> = Needs) are appropriate measures to assess progress in addressing needs identified in the assessment.
- The first *South Dakota Good & Healthy Community Checklist* that is completed provides the community with a baseline to measure progress.
- Review the progress in achieving the identified priorities (i.e. the number of worksites with healthy vending) on a quarterly basis upon completion of the assessment.
- Complete the Checklist on an annual basis to help measure progress and re-evaluate if activities need to be modified to achieve change.

**The *South Dakota Good & Healthy Community Checklist* is just one CHNA tool available to SD communities to help assess their chronic disease health and measure progress in addressing community Needs and Strengths.

The *South Dakota Good & Healthy Community Health Needs Assessment and Improvement Planning Toolkit* includes comprehensive information to further assist communities to conduct a CHNA, including additional data collection methods that provide expanded information about a community's health status regarding chronic disease prevention and control. The toolkit includes detailed CHNA information and templates, as well as many companion pieces for reference before and after the assessment as well as next steps.

Recommendations when using the Checklist:

- Computer access and Excel software necessary; program familiarity recommended.
- Refer to South Dakota Good & Healthy Community Checklist Glossary throughout the assessment process.
- Ensure the community has infrastructure to ensure successful implementation of population-based interventions upon completion of the community assessment.