COMMUNITY HEALTH NEEDS ASSESSMENT PRIORITY SETTING TEMPLATES

3 ROUND MULTI-VOTING TECHNIQUE*

Instructions:

1. **Develop a list of community health needs and issues.** Review the Community Health Needs Assessment data and fill in the list of Health Indicators identified from noted health needs, gaps, and issues.
2. **Round 1 vote** – Once a list of health needs, gaps, and issues has been developed, each participant votes for their highest priority items. In this round, participants can vote for as many health problems as desired or, depending on the number of items on the list, a maximum number of votes per participant can be established.
3. **Update list** - Health needs and issues with a vote count equivalent to half the number of participants voting remain on the list and all other health problems are eliminated (e.g. if 20 participants are voting, only health problems receiving 10 or more votes remain).
4. **Round 2 vote** – Each participant votes for their highest priority items of this condensed list. In this round, participants can vote a number of times equivalent to half the number of health problems on the list (e.g. if ten items remain on the list, each participant can cast five votes).
5. **Repeat** – Step 3 should be repeated until the list is narrowed down to the desired number of health priorities.

Health Indicator	Round 1 Vote	Round 2 Vote	Round 3 Vote

STRATEGY GRID*

Instructions:

1. Fill in the blank spaces on each axis with the desired criteria.
2. Label each quadrant according to the axes.
3. Place competing programs/activities into the appropriate quadrant.

HIGH

LOW

LOW ⟵ ⟶ HIGH

HANLON METHOD*

Instructions:

1. Fill in items to be prioritized under the 'Health Indicator' column.
2. Fill in the 'A', 'B', and 'C' columns with the assigned ratings for each health indicator with respect to the three criteria.
3. Calculate the priority score using the formula in column 'D'.
4. Rank the health indicators with the highest priority score receiving a rank of '1'.

Health Indicator	A Size	B Seriousness	C Effectiveness of Intervention	D Priority Score (A + 2B)C	Rank

PRIORITIZATION MATRIX*

Instructions:

1. Fill in items to be prioritized under the 'Health Indicator' column.
2. Fill in the blank spaces in columns 2, 3 and 4 with the chosen criteria.
3. Fill in the ranks for each health indicator under the appropriate criteria.
4. Calculate the priority score by adding the rankings in each row.

Health Indicator	_____	_____	_____	Priority Score

*Modeled from: National Association of City and County Health Officials. Guide to Prioritization Techniques. Retrieved from http://www.naccho.org/topics/infrastructure/accreditation/upload/Prioritization-Summaries-and-Examples-2.pdf.