

Public Health Work Group

Consensus Recommendations for Comprehensive Community Health Coalitions

12.14.06

- ◇ **Definition of a Comprehensive Community Health Coalition (CCHC)**
- ◇ **Functions within the Ten Essential Public Health Services to be carried out by all CCHCs in Maine within 1 – 3 years**
- ◇ **CCHC Core Competencies and Performance Standards**

Definition

As part of Maine's public health infrastructure, in the future a Comprehensive Community Health Coalition in Maine:

1. Serves a defined local geographic area and is part of a coordinated statewide system.
2. Uses a broad definition of health and quality of life; includes public health in its core mission.
3. Is a multi-sector coalition comprised of designated organizational representatives and interested community members who share a commitment to their communities' health and quality of life.
4. Engages local people and others with necessary expertise to assess community health needs and assets; creates and coordinates plans to address those health needs; and mobilizes resources to implement those plans.
5. Mobilizes working partnerships in which local, regional, statewide, and national efforts and resources are combined in order to produce better results than any one organization or sector could achieve alone.
6. Links its work with local, regional, state, and federal health systems and priorities as part of a public health infrastructure that helps achieve the goals of the Maine State Health Plan.
7. Brings together:
 - Interested community members
 - Leaders of formal and informal civic groups
 - Leaders of youth, parent, and older adult groups
 - Health system leaders (e.g. hospitals, health centers, mental health and substance abuse providers)
 - Local Health Officers
 - Emergency responders
 - Local government officials
 - Leaders in early childhood development and education, K-12 schools, colleges and universities
 - Community, social service and other non-profit agency leaders
 - Leaders of issue-specific networks, coalitions and associations
 - Business leaders (e.g. Chambers of Commerce)
 - Leaders of faith-based groups
 - Law enforcement
8. Carries out some of the specific local functions within the Ten Essential Public Health Services.

Comprehensive Community Health Coalition (CCHC)

Functions

EPHS #1:

Monitor health status to identify community health problems.

- 1.1 Conduct and collaborate in assessments and development of a Community Health Profile.*
 - a. Conduct Community Themes and Strengths Assessment.
 - b. Collaborate in Local Public Health System Assessment.
 - c. Collaborate in Community Health Status Assessment.
 - d. Conduct and collaborate in Forces of Change Assessment.

*As per National Association of County and City Health Officials' (NACCHO's) *Mobilizing for Action through Planning and Partnerships* (MAPP) Tool.

EPHS #2:

Diagnose and investigate health problems and health hazards in the community.

- 2.1 Participate in the development and review of local policies and procedures for some declared public health emergencies.
- 2.2 Adopt a procedure to collaborate in alerting communities and appropriate public health officials to possible health threats and disease outbreaks and implement as appropriate.

EPHS #3:

Inform, educate, and empower people about health issues.

- 3.1 Promote community-wide use of the Community Health Profile.
- 3.2 Participate in distributing information of public health significance to the community and correct misinformation about public health issues.
- 3.3 Participate in coordinating and providing health information and educational programs that increase knowledge, skills and behavior of individuals and groups, including vulnerable populations and those at increased risk, to make informed decisions about healthy living.
- 3.4 Participate in providing health promotion activities for the community.

EPHS #4:

Mobilize community partnerships to identify and solve health problems.

- 4.1 Implement a process to develop and expand multi-sector partnerships to generate interest in and support for improved health and quality of life at the community level, for specific populations or health concerns, or for specific statewide public health initiatives, including the State Health Plan.**
- 4.2 Mobilize communities by promoting collaborative leadership through:
 - a. The development of a shared vision and participatory decision-making.**
 - b. Providing opportunities for development of diverse community leadership.****
- 4.3 Promote the partners' and the community's understanding of, and advocacy for, policies and strategies, including environmental change, that will improve the community's health.**
- 4.4 Support implementation of strategies that address community health improvement goals, including goals of the State Health Plan, in partnership with public and private organizations.**

EPHS #5:

Develop policies and plans that support individual and community health efforts.

- 5.1 Engage key partners and the community, including vulnerable populations and those at increased risk, to develop and maintain a community health improvement process.**
- 5.2 Develop a Community Health Improvement Plan, based on the Community Health Profile and the State Health Plan, including recommendations on strategies the community may pursue to protect and improve the public's health.**
- 5.3 Conduct outreach and communications to promote community-wide use of the Community Health Improvement Plan.**
- 5.4 Link the Community Health Improvement Plan with other community plans and the State Health Plan.**
- 5.5 Develop, leverage and coordinate resources, funding, expertise, programs and technical assistance related to goals of the Community Health Improvement Plan.**

5.6 Advocate for specific goals identified by the Community Health Improvement Plan.

EPHS #6:

Enforce laws and regulations that protect health and ensure safety.

- 6.1 Inform or educate on the meaning and purpose of public health policies, laws, regulations, ordinances or codes that are specifically identified within goals of the Community Health Improvement Plan.**
- 6.2 Adopt a procedure to report local public health enforcement issues to the appropriate officials as the Comprehensive Community Health Coalition becomes aware of such situations.**

EPHS #7:

Link people to needed personal health services and assure the provision of health care when otherwise unavailable.

- 7.1 Collaborate to develop and support strategies to close gaps in personal health services that are specifically identified within the Community Health Improvement Plan, which may include:**
 - a. Sufficient availability of personal health services, including preventive, mental health and oral health.**
 - b. Access to health care including effective referrals.**
 - c. Availability of and access to social services.**

EPHS #8:

Assure a competent public health and personal health care workforce.

- 8.1 Collaborate to develop or support education and training strategies related to goals identified by the Community Health Improvement Plan.**
- 8.2 Provide opportunities for internships, volunteer placements and peer learning, and encourage participation in local educational opportunities.**

EPHS #9:

Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

- 9.1 Contribute to local, regional, state, or national evaluations of public health initiatives and outcomes.**
- 9.2 Conduct or participate in appropriate evaluations of the effectiveness and quality of CCHC functions, programs and strategies and use the evaluation findings to improve CCHC performance and advance the goals of the Community Health Improvement Plan.**

EPHS #10:

Research for new insights and innovative solutions to health problems.

- 10.1 Encourage partnerships with universities and other research specialists to develop and implement research projects that contribute to successful achievement of the goals of Comprehensive Community Health Improvement Plans.**
- 10.2 Periodically participate in research activities related to Maine's public health system and State Health Plan.**
- 10.3 Promote use of research results to modify and develop policies, initiatives and programs that reflect the highest standards of public health practice consistent with community resources.**

Comprehensive Community Health Coalition (CCHC)

Core Competencies and Performance Standards

1. Governance Core Competency:

A CCHC has a transparent process that includes an independent advisory or governance board.

Performance standards:

- 1.1 CCHC advisory or governance board has representatives that reflect the community, including people who represent vulnerable populations and those at increased risk.
- 1.2 CCHC advisory or governance board follows best-practice standards for written bylaws and/or policies to guide its governance.
- 1.3 CCHC is in compliance with applicable laws and regulations and follows written policies and procedures regarding financial management and reporting, human resources, conflict of interest, and conflict resolution.
- 1.4 CCHC has an effective committee/task force structure to oversee its functions, programs, and strategies.

2. Funding Core Competency:

A CCHC can secure resources to support its mission and its capacity.

Performance standards:

- 2.1 CCHC responds effectively to regional, statewide, and federal requests for proposals.
- 2.2 CCHC secures and leverages contracts, grants, and contributions from diverse local, state, and national sources such as governments, foundations, individuals, local businesses, and others.
- 2.3 CCHC sets and achieves goals for financial sustainability, including appropriate levels of board-restricted reserve funds.

3. Management and Administrative Core Competency:

A CCHC can maintain the management and administrative capacity necessary to carry out its functions, strategies and programs, comply with fiscal requirements, and meet performance standards.

Performance standards:

- 3.1 CCHC recruits, hires and supervises competent staff, and/or establishes contracts for necessary services and expert assistance.
- 3.2 A director or designated staff has significant experience, training or education in public or community health.
- 3.3 CCHC or its designated fiscal agent/sponsor can receive and administer multiple, distinct streams of revenue.
- 3.4 CCHC is in compliance with generally accepted accounting principles, funder requirements, internal policies and other applicable guidelines.

- 3.4 CCHC maintains an effective technology infrastructure that supports operations and communications.

4. Leadership Core Competency:

A CCHC develops and sustains competent and effective leaders.

Performance standards:

- 4.1 CCHC engages leaders from multiple sectors in developing and committing to a shared vision and mission.
- 4.2 CCHC leaders are knowledgeable of the role of the coalition within the State Health Plan and the 10 Essential Public Health Services and promote understanding among CCHC partners.
- 4.3 CCHC leaders participate in reviews of research, ongoing learning, and capacity-building opportunities that strengthen the coalition in carrying out its functions and meeting performance standards.

5. Convening and Mobilizing Core Competency:

A CCHC can bring together individuals, organizations and agencies to align their work in the community, collaborate on community health assessments, and develop and carry out Community Health Improvement Plans.

Performance standards:

- 5.1 CCHC identifies key partners, brings them together and fosters collaboration to address health and quality of life issues.
- 5.2 CCHC demonstrates expertise in meeting facilitation, negotiation and conflict management.
- 5.3 CCHC mobilizes partnerships to address community health improvement goals.
- 5.4 CCHC continuously involves new constituents and partners.

6. Assessment Core Competency:

A CCHC can bring together local people and others with necessary expertise to assess and prioritize health and quality of life needs of the community.

Performance standards:

- 6.1 CCHC uses the MAPP* Tool and effectively carries out its assessment functions.
- 6.2 CCHC uses the best available data on health status and helps make that data accessible to the public including local officials and community providers.

**As per National Association of County and City Health Officials' (NACCHO's) Mobilizing for Action through Planning and Partnerships (MAPP) Tool.*

7. Planning and Program Core Competency:

A CCHC can develop and carry out its plans, strategies, and programs.

Performance standards:

- 7.1 CCHC designs and carries out effective community-wide and issue-specific planning processes.
- 7.2 CCHC completes and updates the Community Health Improvement Plan on a regular basis.
- 7.3 CCHC plans have clear goals and indicators to measure local progress and outcomes.
- 7.4 CCHC implements effective strategies and programs using available evidence-based practices.
- 7.5 CCHC can implement strategies and programs that require statewide consistency and adapt them to the local environment.

8. Communication Core Competency:

A CCHC can communicate with its members, partners, the media, elected officials, key stakeholders, the community at large, and others as needed.

Performance standards:

- 8.1 CCHC provides clear and understandable information to its partners and the community at large.
- 8.2 CCHC listens and responds to its partners and the community at large, including vulnerable populations and those at increased risk.
- 8.3 CCHC regularly implements culturally competent outreach and communications plans.
- 8.4 CCHC effectively uses local media.
- 8.5 CCHC makes policy-makers and the general public aware of its work and its results.

9. Evaluation Core Competency:

A CCHC can engage in evaluations of its functions, programs and strategies.

Performance Standards:

- 9.1 CCHC identifies local indicators and measures progress and outcomes on community health improvement goals at appropriate intervals.
- 9.2 CCHC complies with required evaluations.
- 9.3 CCHC conducts a regular evaluation of its board and overall coalition performance and can use findings to implement necessary capacity-building.