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TO: Local Oral Health Programs

SUBJECT: Community Health Improvement Plan (CHIP) Updating

PURPOSE: Objective 1, Activity 1.4, 2022-2027 Work Plan - A CHIP is a living document that LOHPs, advisory committees, community health boards and community partners routinely review, monitor, and update based on progress, changing needs, and priorities; it should be updated every 3 years.

Background

Public Health leaders and community partners have a shared interest in ensuring the time, energy, and resources invested to improve community health are effective. Effective CHIPs are dynamic. The act of monitoring and revising the CHIP is essential for ensuring that the plan is a living and meaningful document.

Obj. 1.4 of the 2022-2027 Work Plan requires the LOHP to update¹ an existing CHIP and create an action plan to address the oral health needs of underserved areas and vulnerable population groups for the implementation phase, and to achieve the state oral health objectives.

The revisions, if needed, will be informed by the results of the community needs assessment. After reviewing the results of the community needs assessment, the LOHP and advisory committee will determine if revisions to the priority areas, objectives, and strategies of the CHIP are required.

If your county is developing a combined NA, please contact your Program Consultant or the Surveillance and Evaluation Unit for questions addressing oral health to include in the combined NA.

¹ LOHPs are not required to rewrite the full CHIP report submitted in 2017-2022 cycle. Add to the report or revise the report based on new data collected and analyzed as well as new priorities, objectives, and strategies.



Monitoring and revising the CHIP typically involves:

- Routinely reviewing plan progress with community partners who are implementing the plan (at least annually)
- Collecting, analyzing, and reporting on data
- Using the data and information to make informed decisions on plan adjustments and to revise the plan accordingly

Monitor plan progress with community partners

Monitoring and revising the CHIP is about observing and documenting progress that results from community organizations, agencies, and other partner's work to address the top oral health priorities noted in the CHIP. While local health jurisdictions are often the coordinator and convener of this work, the CHIP is a community health improvement plan, not an agency plan, and implementation partners and advisory committee members should play an active role in monitoring the work and recommending revisions.

An effective process to monitor and revise the CHIP includes the following elements:

- Involvement and active participation by advisory committee members who have been implementing strategies in the CHIP.
- Clear roles and responsibilities of community stakeholders and partners in the process (e.g., what data or information they are expected to collect and share).
- Scheduled meetings where monitoring and revising the CHIP are an intentional part of the agenda/discussion (a review should be done at least annually).
- Data review, information sharing, and discussion regarding progress toward objectives and effectiveness of strategy/activity implementation.
- A decision-making process for revising the CHIP and approval of those revisions.

Some LOHPs choose to integrate monitoring and revising into the agendas of existing meetings, while others choose to have a standalone meeting. It is important to tailor the monitoring and revision process to meet the needs of your advisory committee and to align with how the work is being done.

Collect, analyze, and report data

A strong CHIP includes measures to monitor progress over time. Oral health priority issues, goals, and objectives tend to be long-range, and data collected to determine impact on these areas may not be available annually. For more short-range monitoring, focus on evaluating progress on implementing strategies, activities and timelines that are linked to the objectives and goals of the work plan.

You and your advisory committee will use the collected data and information to determine whether you're meeting your goals and making progress as intended.

Discuss the data with advisory committee members to understand what it means. Reflect on:

- What's the story behind the numbers?
- How does actual performance or progress compare to the intended progress?
- What contributes to or impedes progress?
- Is corrective action necessary?

When you develop or revise your CHIP, be sure to include the source of the data or measures, who will collect and analyze this data and how often, and where and how you will track data and measures. This will help with future work on monitoring progress.

Revise and update the CHIP

Based on the steps you have conducted above, update and revise your CHIP in partnership with your advisory committee to better meet your community's capacity, resources, and local context.

You may only need to make minor adjustments to the plan. You may add entirely new strategies and objectives. You may completely revise the plan. Make revisions as necessary, based on:

- Analysis of data and information
- Implemented strategies
- Changes in population oral health objectives
- New/emerging oral health issues
- Changes in resources

The CHIP can be revised at any point in time after a review is done. Establish a consistent process for how revision decisions will be made and who is responsible for approval of the revisions. Refer to Appendix 14- Schedule for LOHP Reporting for final dues dates. It is recommended to begin planning and developing now that the new grant cycle has commenced; do not wait until the final due date. The final due date has built in additional time, providing a 3–4-year range for completion. Extensions will only be granted for extreme circumstances.

Communicate progress

You can increase transparency and foster buy-in from the broader community by keeping them informed on progress toward improving community oral health. Keep the community engaged and informed by doing things like (but not limited to):

- Creating and disseminating CHIP annual reports on progress
- Conducting public presentations, submitting newspaper articles, posting on social media, or using other communication channels to tell the story of efforts to improve community health
- Posting a copy of the CHIP to your webpage.