

CHAPS Phase 1: Plan the Process

Sample Work Plan for LPHAs

Work Plan Period: Start Date: _____
End Date: _____

PHASE I: Develop a Local Public Health Improvement Plan

STEPS (Examples below: adjust these and add rows as needed)	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)
1. Review the agency or partnership's most recent CHA/PHIP				
2. Develop a planning process to include key stakeholders.				
3. Facilitate planning meetings.				

PHASE II: Equity and Community Engagement

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)

PHASE III: Conduct a community health assessment

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)



PHASE IV: Assess Capacity				
STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)
PHASE V: Prioritize issues				
STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)
PHASE VI: Develop a plan				
STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)



PHASE VII: Implement, Promote and Monitor				
STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)
PHASE VIII: Participate in statewide public health improvement opportunities				
STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)

