

CHAPS Phase 1: Plan the Process

Sample Work Plan for LPHAs

NOTE: This template is meant to be modified for individual use. Add additional rows/columns as needed. Updated February 2022.

Work Plan Period:

Start Date:

End Date:

PHASE 1: Develop a Local Public Health Improvement Plan

STEPS (Examples below: adjust these and add rows as needed)	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
Review the agency or partnership's most recent CHA/PHIP	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
Develop a planning process to include key stakeholders.	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
Facilitate planning meetings.	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>



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PHASE 2: Equity and Community Engagement

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>

PHASE 3: Conduct a Community Health Assessment

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>



PHASE 4: Assess Capacity

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>

PHASE 5: Prioritize Issues

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>



PHASE 6: Develop a Plan

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>

PHASE 7: Implement, Promote, and Monitor

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>



PHASE 8: Participate in Statewide Public Health Improvement Opportunities

STEPS	ACTIVITIES	PERSON(S) RESPONSIBLE	DUE DATE	STATUS (Not Started, In Progress, Complete)
<i>Insert Step 1.</i>	<i>Insert Activities for Step 1.</i>	<i>Insert Person(s) Responsible for Step 1.</i>	<i>Insert Due Date for Step 1.</i>	<i>Insert Status of Step 1.</i>
<i>Insert Step 2.</i>	<i>Insert Activities for Step 2.</i>	<i>Insert Person(s) Responsible for Step 2.</i>	<i>Insert Due Date for Step 2.</i>	<i>Insert Status of Step 2.</i>
<i>Insert Step 3.</i>	<i>Insert Activities for Step 3.</i>	<i>Insert Person(s) Responsible for Step 3.</i>	<i>Insert Due Date for Step 3.</i>	<i>Insert Status of Step 3.</i>



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