

LHIC Name:
LHIC Contact:
Date:

LHIC Community Engagement Checklist

Purpose This checklist helps LHICs identify current community engagement activities and develop a plan to improve community engagement capacity by the end of August 2022.

Directions

It is important to identify what constitutes LHIC membership for your LHIC before completing this checklist. The LHIC's membership structure and process will influence who you engage with and how you engage them. Include information on LHIC membership in your charter.

Please refer to these working definitions while completing the checklist.

- Communities: groups of people affiliated by geo-political boundaries, interests, culture or other common factors
- Community engagement: process of working collaboratively with and through individuals and groups of people to address common concerns and the well-being of those groups. Community engagement can be used to invite individual community members and/or community organizations to attend meetings and participate in LHIC activities.

Place an X next to each community engagement activity that already takes place (as of Nov 2021). In March 2022 and Aug 2022, place an X next to each activity that the LHIC has implemented in the elapsed time.

Community Engagement Checklist	LHIC in Nov 2021	LHIC in Mar 2022	LHIC in Aug 2022	Notes or Comments on Biggest Changes and Key Events
Environmental scan of potential LHIC members [Phase: Assess*]	☐	☐	☐	
Communication channels to reach LHIC members (for example, email lists or social media groups) [Phase: Prepare*]	☐	☐	☐	
Communication channels to share LHIC meeting schedules, meeting agendas, meeting minutes, and other LHIC news with LHIC members [Phase: Outreach^]	☐	☐	☐	
Communication channels that allow information to flow freely between LHIC leaders and members [Phase: Outreach^]	☐	☐	☐	

Protocol to guide LHIC leaders in soliciting information on goals, activities, and services from LHIC members [Phase: Consult^]	☐	☐	☐	
Protocol to guide LHIC leaders in soliciting feedback from LHIC members [Phase: Consult^]	☐	☐	☐	
Protocol to report how the LHIC uses the information and/or feedback provided by LHIC members [Phase: Consult^]	☐	☐	☐	
Protocol to integrate LHIC member information and/or feedback into LHIC decision-making processes [Phase: Involve^]	☐	☐	☐	
Protocols to include LHIC members in LHIC processes (for example, CHNA & LHIP activities) [Phase: Collaborate^]	☐	☐	☐	
Protocol to collaborate with LHIC members on LHIC decision-making processes [Phase: Empower^]	☐	☐	☐	
Ongoing evaluation of community engagement efforts with LHIC members [Phase: Evaluate*]	☐	☐	☐	
Note: Phases with a “^” come from the CDC’s Community Engagement Continuum ¹ and phases with a “*” come from the CDC’s Workplace Health Model. ²				

References

- Centers for Disease Control and Prevention, Agency for Toxic Substances and Disease Registry. Principles of Community Engagement. Second Edition. Published online June 2011.
https://www.atsdr.cdc.gov/communityengagement/pdf/PCE_Report_508_FINAL.pdf
- Centers for Disease Control and Prevention. Workplace Health Model | Workplace Health Promotion | CDC. Published May 13, 2016. Accessed October 21, 2020.
<https://www.cdc.gov/workplacehealthpromotion/model/index.html>