



Keeping the **H** in Hometown®

Community Health Needs Assessments and Implementation Plan: Our Approach

Community Hospital Consulting
7800 N. Dallas Pkwy, Suite 200
Plano, TX 75024
972.943.6400



The Process

Final Steps – Adoption of the Report

- CHNA and implementation plan need to be adopted by authorized body of the hospital facility before the last day of its taxable year or previous two taxable years
 - CHNA considered adopted on date posted to website
- Implementation plan has an additional *four and a half months* for adoption after the end of the taxable year in which the facility finishes conducting the CHNA if needed
- Adoptions must be noted in board meeting minutes

The Process

Final Steps – Promotion & Solicitation of Feedback

- Posting the completed CHNA on the hospital's website (or other website) is required for 501(c)(3) facilities
 - Must remain posted and provide free copy at the facility until 2 subsequent CHNAs have been made available
 - Individuals cannot be required to create an account or provide personally identifiable information to access report
- Implementation plan not required to be on the website but CHC takes this additional step and thinks it is important
- Soliciting feedback on the CHNA and implementation plan is also required
 - Must accept written feedback on CHNA and implementation plan
 - Must consider feedback when creating future plans
- Increasing the community's awareness of the CHNA and inviting residents to provide feedback on the report is strongly encouraged
 - Could be introduced at town hall meetings, discussed in local club meetings, or advertised in local media outlets

The Process

Preparing for an IRS Audit

- In preparation for a potential IRS Audit, it is recommended that the 501(c)(3) facility ensures the following is complete:
 1. 2 most recent CHNAs (if applicable) are **visibly** posted on the hospital facility's website, and can be easily downloaded by any person (i.e., no log in required or password protection)
 2. Information on how to provide **written** feedback on the CHNA(s) is provided
 3. Board Meeting minutes noting the discussion and adoption of the 2 most recent CHNA and implementation plans (if applicable) can be made available upon request
 4. Full, printed copies of the most recent CHNAs are available at the front desk



The Team

- Lisette B. Hudson, Vice President of Planning
- Valerie B. Hayes, Planning Manager
- Others at CHC as needed



For More Information

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