**Section 600.400 Public Health Practice Standards**

a) Assess the health needs of the community by establishing a systematic needs assessment process that periodically provides information on the health status and health needs of the community.

1) A community health needs assessment that systematically describes the prevailing health status and health needs of the population within the local health department's jurisdiction shall be conducted at least once every five years.

A) The assessment shall be conducted through completion of IPLAN or an equivalent to IPLAN that meets the requirements set forth in Section 600.410.

B) The assessment shall, at a minimum, include an analysis of data in groupings designated by the Department, which are: demographic and socioeconomic characteristics; general health and access to care; maternal and child health; chronic disease; infectious disease; environmental/occupational/injury control; and sentinel events.

C) The assessment shall include community participation in the health needs assessment process in order to facilitate the identification of community health problems and the setting of priorities from among those health problems.

D) Community health needs shall be identified during the community health needs assessment process based on the analysis of data describing the health of the population and on the judgment of the community participants concerning the seriousness of the health problems and needs. Prioritization shall result in the establishment of at least three priority health needs.

2) A community health needs assessment shall contain:

A) A statement of purpose of the community health needs assessment that includes a description of how the assessment will be used to improve health in the community.

B) A description of the community participation process, a list of community groups involved in the process, and method for establishing priorities.

C) A description of the health status and health problems most meaningful for the community in the data groupings designated by the Department, which are: demographic and socioeconomic characteristics; general health and access to care; maternal and child health; chronic disease; infectious disease; environmental/occupational/injury control; and sentinel events.

D) A description of the process and outcomes of setting priorities.

E) A statement that the SHIP was reviewed, including a description of the alignment or nonalignment between the priority health needs of the applicable local public health jurisdiction, as identified by the local health department, and the priorities to improve the public health system, as set forth by the SHIP.

b) Investigate the occurrence of adverse health effects and health hazards in the community by conducting timely investigations that identify the magnitude of health problems, duration, trends, location and populations at risk.

c) Advocate for public health, build constituencies and identify resources in the community by generating supportive and collaborative relationships with public and private agencies and constituent groups for the effective planning, implementation and management of public health activities. The local health department shall:

1) develop and strengthen communication with units of government, health-related organizations, health providers, citizens and news media;

2) meet at least annually with representatives of health-related organizations within its jurisdiction to define inter-organizational roles and responsibilities; and

3) disseminate health reports that have been developed by the local health department to the board of health, county board or other legislative bodies within its jurisdiction, the media and the public.

d) Develop plans and policies to address priority health needs by establishing goals and objectives to be achieved through a systematic course of action that focuses on local community needs and equitable distribution of resources, and involves the participation of constituents and other related governmental agencies. Develop a community health plan that addresses at least three priority health needs, identified pursuant to Section 600.400, during each certification period.

1) The local health department shall include in its community health plan an analysis to establish risk factors and contributing factors for each priority health need, to determine the adequacy of existing resources, and to identify population groups at risk of poor health status within the local health department's jurisdiction.

2) The community health plan shall present measurable objectives and strategies for intervention for each priority health need.

3) The local health department shall utilize community participation to assist in the development of the community health plan.

4) In jurisdictions where a board of health exists pursuant to Section 5-25012 of the Counties Code, Division 16 or 17 of the Illinois Municipal Code, or the Public Health District Act, the local health department shall present the community health plan to the board of health for its review. A community health plan shall be adopted by the board of health.

5) The local health department shall submit the community health plan to the Department. The plan shall contain:

A) A statement of purpose of the community health plan that includes how the plan will be used to improve the health of the community;

B) A description of the process used to develop the community health plan;

C) A description of each priority, including the importance of the priority health need, summarized data and information on which the priority is based, the relationship of the priority to Healthy People national health objectives, and factors influencing the level of the problem (e.g., risk factors, contributing and indirect contributing factors);

D) At least one measurable outcome objective covering a three or more year time frame related to each priority health need;

E) At least one measurable impact objective related to each outcome objective; and

F) At least one proven intervention strategy to address each impact objective. The description should include a discussion of: community resources that will contribute to implementation; estimated funding needed for implementation; and anticipated sources of funding.

e) Manage resources and develop organizational structure through the acquisition, allocation and control of human, physical and fiscal resources, and maximizing the operational functions of the local public health systems through coordination of community agencies' efforts and avoidance of duplication of services.

1) The local health department shall, at least once every five years, perform an organizational capacity self-assessment that meets the requirements set forth in Section 600.410. The local health department shall provide the Department with a statement signed by an authorized representative indicating that the organizational capacity self-assessment was completed by the local health department and reviewed by the board of health.

2) The local health department shall maintain a current organizational chart that includes all functional elements of the organization and their relationship to each other.

3) The local health department shall maintain current written job descriptions, minimum qualifications for each position, and written plans or policies regarding staff recruitment, selection, development and retention.

4) The local health department shall notify the Department in writing within 10 business days after the effective date of the termination, resignation or leave of absence of the public health administrator or other personnel required under Subpart C.

f) Implement programs and other arrangements assuring or providing direct services for priority health needs identified in the community health plan by taking actions that translate plans and policies into services.

g) Evaluate programs and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with plans and policies, and provide feedback on inadequacies and changes needed to redirect programs and resources.

1) The local health department shall conduct periodic reviews of programs, services and personnel to demonstrate compliance with applicable professional and regulatory standards.

2) The local health department shall conduct monitoring of programs to assess achievement of mandated programs and progress towards meeting community health objectives as stated in the community health plan.

h) Inform and educate the public on public health issues of concern in the community, promoting an awareness about public health services availability and health education initiatives that contribute to individual and collective changes in health knowledge, attitudes and practices towards a healthier community.

i) Documentation of each activity conducted pursuant to Subpart D shall be available for review by the Department upon request.

j) The results of the PHAB Accreditation including the community health assessment, organizational capacity or strategic plan and the health plan may be used to meet the corresponding requirements of the certification process as long as the documents are not duplicated from the previous recertification cycle.

(Source: Amended at 41 Ill. Reg. 3454, effective March 9, 2017)