PHAB Requirements Checklist: Agency Strategic Plan

Purpose: A strategic plan sets forth what an organization plans to achieve, how it will achieve it, and how it will know if it has achieved it. The strategic plan provides a guide for making decisions on allocating resources and on taking action to pursue strategies and priorities. A health department’s strategic plan focuses on the entire health department. PHAB standards address the health department’s organizational strategic plan

PHAB requires:

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| **Conduct a department strategic Planning Process** | | |
| **Yes** | **Requirement – does documentation include…** | **Notes/Recommendations** |
|  | Documentation of process showing active involvement by the agency |  |
|  | List of individuals who participated in the process including their titles, must include various levels of staff as well as representatives of the health department’s governing entity  Documentation could include: meeting minutes, a report that presents the members of a strategic planning committee, or other formal listing of participants |  |
|  | Summary/overview of the process, including the number of meetings, duration of the planning process, and the methods used for the review of major elements by stakeholders  Steps in the planning process must be described |  |

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| **Agency Strategic Plan** | | |
| **Yes** | **Requirement – does documentation include…** | **Notes/Recommendations** |
|  | Produced or revised within the last five years; must be dated as such |  |
|  | The health department’s mission, vision, and guiding principles/values for the health department |  |
|  | The health department’s strategic priorities |  |
|  | The health department’s goals and objectives with measurable and time-framed targets (expected products or results)  Targets may be contained in another document, which must then be provided as evidence with the strategic plan |  |
|  | Considerations of capacity for and enhancement of information management, workforce development, communication (including branding), and financial sustainability |  |
|  | Identification of external trends, events, or other factors that may impact community health or the health department |  |
|  | Analysis of the department’s strengths and challenges |  |
|  | Linkages with the health improvement plan and the health department’s quality improvement plan – does not to link to all elements of these plans, but must show where linkages are appropriate for effective planning and implementation |  |

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| **Implement/review (for after the plan is complete –the following is needed as evidence for PHAB)** | | |
| **Yes** | **Requirement – Does the health department provide** | **Notes/Recommendations** |
|  | Reports on progress toward achievement of the goals and objectives contained in the strategic plan  Developed since the plan’s adoption, showing that the department has reviewed the strategic plan and has monitored and assessed progress toward reaching the goals and objectives  Must include how the targets are monitored; progress is evidenced by completing  Must be completed no less frequently than annually  Two reports are needed as examples – if the current strategic plan was adopted within the year, progress reports of a previous plan may be provided or detailed evaluation plans may be submitted |  |
|  | Reports must include how the targets are monitored; progress is evidenced by: completing defined steps to reach a target, by completing objectives; or by addressing priorities and implementing activities |  |
|  | Must be completed no less frequently than annually  Two reports are needed as examples – if the current strategic plan was adopted within the year, progress reports of a previous plan may be provided or detailed evaluation plans may be submitted |  |