



NEW MEXICO HEALTH EQUITY PARTNERSHIP

Screening Worksheet

Screening is the first step of Health Impact Assessment. Screening involves determining whether a Health Impact Assessment is feasible, timely, and would add value to the decision-making process.

Questions	Responses and Supporting Facts
<p>Proposed Policy and Decision</p> <ul style="list-style-type: none"> • What is the proposed policy or plan the HIA would inform proposed? • Who are the decision makers determining the proposed policy or plan? • When will the proposed decision be made? • How open are the decision makers to input and recommendations from community stakeholders? 	
<p>Health Determinants (social, economic and environmental factors that impact health)</p> <ul style="list-style-type: none"> • How would the health of rural, tribal, refugee and immigrant communities be impacted by the proposed policy or plan? • Which 2-3 key health determinants would the decision affect? • How are these 2-3 health determinants of health linked to childhood (0-8) health outcomes? • Are the potential health impacts already being considered as part of the decision-making process? 	
<p>Gathering Information</p> <ul style="list-style-type: none"> • What evidence and research exists to analyze the health impacts of the decision? • What types of additional data will need to be collected? • What might be the most effective methods for collecting data? 	
<p>Community Mobilization</p> <ul style="list-style-type: none"> • Have community concerns about the health impacts of the decision been voiced or documented? • What momentum is there behind this issue? Which communities and organizations have helped to fuel that momentum? How will the HIA leverage the momentum? • How will community stakeholders share the findings with stakeholders and decision makers? What methods will be most effective? 	
<p>Key Partnerships</p> <ul style="list-style-type: none"> • Who are the key partners that will conduct and develop the HIA? • How will community members most impacted by the issue hold leadership roles throughout the process? • What community organizing and policy/advocacy groups will be engaged and how? • What role might health councils, health organizations, or academic institutions play in the process? 	

WORK AND COMMUNITY PLAN
Visual Timeline

<p>February – March 2017 Identify proposed topic and contact HEP to share it Step 1: Screening</p> <ul style="list-style-type: none"> - What is the proposed policy? - How is it connected to health? - What community concerns have been voiced? - Who are the key partners? <p>Determine who will take on which roles</p> <ul style="list-style-type: none"> - Work with community to select topic, screening, and roles <p>Complete and submit HIA application</p> <p><i>Assistance with screening</i> <i>February/March - HIA 101 Webinar</i></p>	<p>April – June 2017 Step 2: Scoping</p> <ul style="list-style-type: none"> - HIA goals and case study - Develop research questions and methods - Host a community meeting to gather input on how the policy is connected to health <p>Develop a media / advocacy plan</p> <ul style="list-style-type: none"> - Work with community members to determine what types of communication materials will be most effective <p><i>Regular coaching calls</i> <i>April - Scoping Webinar</i> <i>May - Assessment Webinar</i> <i>June - 2-day HIA training</i></p>
<p>July – September 2017 Step 3: Assessment</p> <ul style="list-style-type: none"> - Literature review - Overview of health determinants - Develop data collection materials - Work with community to develop data collection instruments - Training community members to do data collection - Collect data - Summarize findings, methods and community engagement <p>Step 4: Recommendations and Monitoring</p> <ul style="list-style-type: none"> - Host a community meeting to share findings and develop and prioritize recommendations - Identify who should implement and monitor recommendations <p><i>Regular coaching calls</i> <i>August - Recommendations and Monitoring Webinar - August</i></p>	<p>October – December 2017 Step 5: Reporting</p> <ul style="list-style-type: none"> - Draft HIA report - Have community members review and provide feedback on report - Finalize report - Draft Communications products - Engage community members in sharing findings with decision makers - Host a community advocacy training and/or celebration of HIA release <p>Step 5: Evaluation Report</p> <ul style="list-style-type: none"> - Engage community members in designing the evaluation <p><i>Regular coaching calls</i> <i>October - Reporting and Evaluation Webinar</i></p>

-----Ongoing coordination and community engagement-----

*** If there are additional ways you'd like to actively engage community members, please add them in blue to the timeline above.**

Based on the timeline above, please complete the following table based on who you anticipate being responsible for the roles below.

WHAT	WHO / NAMES OF ORGS AND INDIVIDUALS
<p>Coordination / Project Management</p> <ul style="list-style-type: none"> • Facilitation of HIA process and coordination of major activities in the workplan • Participate in coaching calls and webinars • Prep for HIA training 	
<p>Community Engagement</p> <ul style="list-style-type: none"> • Develop community engagement part of workplan and implementation • Actively engage community throughout the process • Host/facilitate community meetings • Train community members in data collection • Host kick-off screening gathering / Host policy advocacy day / community HIA report release celebration 	
<p>Research</p> <ul style="list-style-type: none"> • Develop literature review • Develop summary of health determinants • Work with community to design data collection tools • Work with community to collect data • Analyze data 	
<p>Writing</p> <ul style="list-style-type: none"> • Summary of findings, methods, etc. • Draft HIA report • Work with community to provide feedback • Finalize Report 	
<p>Media and Communications</p>	
<p>Other stakeholder engagement</p> <ul style="list-style-type: none"> • Bring new identified partners on board • Engage decision makers in process 	
<p>Oversight/leadership</p> <ul style="list-style-type: none"> • Steering Committee • Community advisory committee 	