



Wisconsin Community Health Center Incubator Checklist

Module 1: Community Organizing and Engagement

Background

Community organizing is the capacity of a community to implement programs, policies and other changes as well as seek funding for Community Health Center development and expansion. Community organizing involves convening all appropriate stakeholders with the intent of developing a Community Health Center or expanding a current community-based clinic to serve additional populations (i.e. expanding from primary care to include dental, behavioral or pharmacy services). For more information and resources on community organizing, please go to WPHCA's Community Development section of the Web site: <http://www.wphca.org/About-CHCs/how-to-establish-a-community-health-center.html>

Define and Initiate Community Leadership	Yes	No	N/A
Individuals and/or organizations with an interest in addressing unmet medical, dental, or behavioral health need have been identified.			
A team of 4-6 individuals has been convened to identify the specific issues and engage other community stakeholders.			
Team members have identified their roles (i.e., meeting convener, note taker, logistics planners.)			
A primary point of contact is identified for the team.			
Clarify the Issues & Define the Community	Yes	No	N/A
Population(s) in need are identified- <ul style="list-style-type: none"> • Who are they? (i.e., uninsured, Medicaid eligible, or other targeted at-risk group such as migrant workers or homeless people) • Where do they live? (i.e., specific geographic area) • Based on current information, what do you believe their need to be for services? 			
Key stakeholders are identified within the geographic area to be served, including any individual and/or organization that may have an interest (pro or con) in a Community Health Center. <ul style="list-style-type: none"> • Local health providers • Neighboring CHCs • Public health and social service organizations • Faith-based community • City/County/Tribal governments • School representatives 			
Any barriers (historic, current, or future) to CHC development/expansion that may present during the planning effort in your community have been identified.			

Conduct Informant Interviews and/or Focus Groups	Yes	No	N/A
Bring together a team of interviewers to conduct interviews and/or focus groups with a representative cross section of key stakeholders with diverse interests.			
Construct a timeline for conducting and completing interviews/focus groups that allows information gathered to remain current and relevant to the planning process.			
Notes or summaries of interviews/focus groups are distributed to all on the planning team to review in an effort to evaluate feedback.			
Evaluate the interview/focus group data and key findings, and identify themes.			
Develop Strategies for Next Steps	Yes	No	N/A
Identify any issues identified through interviews that support the need for this project.			
Identify additional barriers to this project.			
Identify any additional stakeholders interested in advancing the project and their ability/willingness to be engaged on the planning team.			
Identify any adversaries to the CHC initiative and identify strategies for informing and negotiating with them to better understand areas of common interest or opportunities to move forward together.			
Identify immediate next steps, assign individuals responsible for next steps and negotiate timelines.			
Identify consultants that may be needed to advance the initiative further (i.e., experienced CHC administrators, grant writers, project managers, Wisconsin Primary Health Care Association resources.)			

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