



**NEW MEXICO HEALTH EQUITY PARTNERSHIP**

**WORK AND COMMUNITY PLAN – TIMELINE**

<p><b>February – March 2017</b>          Identify proposed topic and contact HEP to share it          Step 1: Screening</p> <ul style="list-style-type: none"> <li>- What is the proposed policy?</li> <li>- How is it connected to health?</li> <li>- What community concerns have been voiced?</li> <li>- Who are the key partners?</li> </ul> <p>Determine who will take on which roles</p> <ul style="list-style-type: none"> <li>- Work with community to select topic, screening, and roles</li> </ul> <p>Complete and submit HIA application</p> <p>Assistance with screening          February/March - HIA 101 Webinar</p>	<p><b>April – June 2017</b>          Step 2: Scoping</p> <ul style="list-style-type: none"> <li>- HIA goals and case study</li> <li>- Develop research questions and methods</li> <li>- Host a community meeting to gather input on how the policy is connected to health</li> </ul> <p>Develop a media / advocacy plan</p> <ul style="list-style-type: none"> <li>- Work with community members to determine what types of communication materials will be most effective</li> </ul> <p>Regular coaching calls          April - Scoping Webinar          May - Assessment Webinar          June - 2-day HIA training</p>
<p><b>July – September 2017</b>          Step 3: Assessment</p> <ul style="list-style-type: none"> <li>- Literature review</li> <li>- Overview of health determinants</li> <li>- Develop data collection materials</li> <li>- Work with community to develop data collection instruments</li> <li>- Training community members to do data collection</li> <li>- Collect data</li> <li>- Summarize findings, methods and community engagement</li> </ul> <p>Step 4: Recommendations and Monitoring</p> <ul style="list-style-type: none"> <li>- Host a community meeting to share findings and develop and prioritize recommendations</li> <li>- Identify who should implement and monitor recommendations</li> </ul> <p>Regular coaching calls          August - Recommendations and Monitoring Webinar - August</p>	<p><b>October – December 2017</b>          Step 5: Reporting</p> <ul style="list-style-type: none"> <li>- Draft HIA report</li> <li>- Have community members review and provide feedback on report</li> <li>- Finalize report</li> <li>- Draft Communications products</li> <li>- Engage community members in sharing findings with decision makers</li> <li>- Host a community advocacy training and/or celebration of HIA release</li> </ul> <p>Step 5: Evaluation Report</p> <ul style="list-style-type: none"> <li>- Engage community members in designing the evaluation</li> </ul> <p>Regular coaching calls          October - Reporting and Evaluation Webinar</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 INDIVIDUALS	WHO / NAMES OF ORGS AND
Coordination / Project Management <ul style="list-style-type: none"> <li>• Facilitation of HIA process and coordination of major activities in the workplan</li> <li>• Participate in coaching calls and webinars</li> <li>• Prep for HIA training</li> </ul>	
Community Engagement <ul style="list-style-type: none"> <li>• Develop community engagement part of workplan and implementation</li> <li>• Actively engage community throughout the process</li> <li>• Host/facilitate community meetings</li> <li>• Train community members in data collection</li> <li>• Host kick-off screening gathering / Host policy advocacy day / community HIA report release celebration</li> </ul>	
Research <ul style="list-style-type: none"> <li>• Develop literature review</li> <li>• Develop summary of health determinants</li> <li>• Work with community to design data collection tools</li> <li>• Work with community to collect data</li> <li>• Analyze data</li> </ul>	
Writing <ul style="list-style-type: none"> <li>• Summary of findings, methods, etc.</li> <li>• Draft HIA report</li> <li>• Work with community to provide feedback</li> <li>• Finalize Report</li> </ul>	
Media and Communications	
Other stakeholder engagement <ul style="list-style-type: none"> <li>• Bring new identified partners on board</li> <li>• Engage decision makers in process</li> </ul>	
Oversight/leadership <ul style="list-style-type: none"> <li>• Steering Committee</li> <li>• Community advisory committee</li> </ul>	