

# HEALTHY START PROJECT CHECKLIST

## PURPOSE OF THE HEALTHY START PROJECT CHECKLIST:

The Healthy Start Project Checklist is designed to help Healthy Start Projects to track progress in implementing key elements of Healthy Start, and to identify areas on which to focus in order to fully implement all elements. This checklist is a tool for Healthy Starts Projects to use in any way Projects see appropriate. Potential examples for how the results of the checklist might be useful include:

- Initiating conversations with Healthy Start Project staff about progress and goals
- Engaging community partners (e.g., through the CAN) in discussion about progress and shared priorities
- Identifying and clarifying needed staff roles
- Tracking progress in implementing elements of the Healthy Start project over time
- Other conversations or internal uses as identified by Healthy Start Projects

## HOW THE HEALTHY START CHECKLIST IS ORGANIZED:

The checklist questions are grouped into sections aligned with the four Healthy Start Model components: 1) Evaluate need and impact, 2) Partner for collective impact, 3) Implement evidence-based practices, and 4) Consider the context. The checklists can be used individually or in the complete form.

If there are any questions about the Healthy Start Project Checklist, please contact [healthystartepic@jsi.com](mailto:healthystartepic@jsi.com)



# EVALUATE NEED AND IMPACT

E – Evaluate Need and Impact: Conduct a regular community needs assessment to identify gaps in services, and conduct performance monitoring to determine if strategies are working.

Community Needs Assessment			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
1. Complete a community needs assessment using local data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Conduct Root Cause Analysis to identify community and societal level factors that impact maternal and infant health in your community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Identify community strengths and assets that can be leveraged	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Engage partners in identifying and establishing priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Develop a written action plan for system improvement that integrates emerging trends of the fiscal, social and political environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Quality Improvement and Evaluation				
	Where are you in the process of completing this?			
	Not yet started	In the process	Completed	N/A
6. Select local evaluator for Healthy Start Project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Institute use of common quality measures in maternal and child health and/or Healthy Start to identify system improvement needs (e.g., HEDIS, DGIS, FIMR, MMWR, PPOR, PRAMS, Healthy Start performance measures)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Develop a written quality improvement plan that addresses identified system improvement needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Launch program evaluation using program and external data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# PARTNER FOR COLLECTIVE IMPACT

P - Partner for Collective Impact: Establish a shared vision and engage partners in Community Action Network (CAN) to achieve results.

## Identify and Recruit CAN Members

	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
1. Establish relationships with potential partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Identify and recruit a diverse representation of community agencies to serve as CAN members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Convene partners and identify and establish priorities through a CAN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Set CAN Priorities and Action Plan

	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
4. Develop vision and mission of CAN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Establish a shared agenda among CAN partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Establish roles and responsibilities of CAN members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Implement data collection system that incorporates CAN-approved indicators to gather data related to program participants and services used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Develop a community health improvement/ strategic plan with CAN members performing differentiated but coordinated activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Communicate and Coordinate on Shared Agenda

	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
9. Negotiate for the use of community assets and resources through memorandums of understanding (MOUs) and other formal and informal agreements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Identify how CAN will measure its own success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Establish CAN operation procedures (e.g., meeting schedule, communication methods)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Develop system to share data between CAN members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Establish process to solicit community input when developing policies and programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Document CAN Impact			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
14. Establish routine use of outcome data to inform planning and system improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Establish process to evaluate the effectiveness of community engagement strategies on Healthy Start policies, programs, and resources on a routine basis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. List up to ten members, and member type, in your existing or proposed CAN.

- |   |   |                                       |
|---|---|---------------------------------------|
| a) Federally Qualified Health Center (FQHC)/Community Health Center (CHC) | d) Early childcare and education provider | i) Academic institution               |
| b) Health department  | e) Faith-based organization               | j) Local government                   |
| c) Hospital   | f) Healthy Start participant              | k) State government                   |
|   | g) Community member                       | l) Other provider                     |
|   | h) Tribal organization                    | m) Other community-based organization |

For each of the CAN partners that you listed, indicate what kinds of activities your relationship with the organization entails:

- **Cooperative activities:** Typically involves exchanging information, attending meetings, offering resources. Example: Informing others of RFP release.
- **Coordinated activities:** Include cooperative activities, in addition to intentional efforts to enhance each other's capacity for the mutual benefit of programs. Example: Having separate grant programs that use shared administrative processes and forms for application review.
- **Integrated activities:** In addition to cooperative and coordinated activities, includes using commonalities to create a unified center of knowledge and programming that supports work in related content area. Example: Developing and using shared priorities to fund effective prevention strategies.
- N/A: No existing relationship

CAN Partner	Org Type	Cooperative	Coordinated	Integrated	N/A
1		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# IMPLEMENT EVIDENCE-BASED PRACTICES

I - Implement evidence-based practice: Use perinatal health and community strengthening interventions that have been rigorously evaluated and proven effective.

## Recruit Participants

	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
1. Recruit the number of Healthy Start participants required by your funding level, including at least 50% pregnant women	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Provide Screening and Case Management

	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
2. Establish practice of completing comprehensive risk/needs assessment for all participants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Establish system to link women (and infants) with positive screening results to services (onsite or at partner organization)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Establish case management services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Establish practice of following participants who have been linked to services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Assist in Insurance Enrollment

	Where are you in the process of completing this?			
	Not yet started	In the process	Completed	N/A
6. Establish process to track insurance coverage status of all women in your data collection system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Train Healthy Start staff on state eligibility rules for women, parents, infants, and children including Medicaid, exchange plans, CHIP, and other state specific plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Train Healthy Start staff as Certified Application Counselor (CAC)/Navigator/other certified enrollment assister	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



<b>Offer Services to Promote Wellness and Prevention</b>			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
9. Establish practice of engaging all participants in developing a reproductive life plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Ensure access to tobacco cessation counseling services and nicotine replacement options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Ensure access to alcohol/drug-related services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Ensure access to services to help participants achieve a healthy weight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Ensure access to breast-feeding education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Ensure access to safe sleep education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Ensure access to intimate partner violence (IPV) prevention, screening, and counseling services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Ensure access to depression screenings to women	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Ensure access to socio-emotional development screenings to children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Ensure Access to Primary Health Care Services</b>			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
18. Establish process to link participants to Patient-Centered Medical Home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Ensure participants have access to home visiting services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Encourage Partner Involvement</b>			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
20. Establish process to encourage partner involvement in program activities (e.g., invite them to program sessions, offer incentives and/or transportation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Establish services specifically targeted to men (e.g., case management, job readiness/employment services, mental health services)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Establish parenting education program for both mothers and fathers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



23. Ensure risk-assessment assesses the following:

- Alcohol/drug use
- Depression
- Diabetes
- Intimate partner violence (IPV)
- Trauma
- Healthy weight/BMI
- HIV
- STDs other than HIV
- Hypertension
- Nutrition/physical activity
- Sickle cell disease
- Tobacco use/secondhand smoke exposure
- Other: \_\_\_\_\_

24. Select one or more of the following case management program approaches:

- Assertive community treatment/intensive case management
- Brokerage/generalist mode
- Clinical case management
- Comprehensive case management
- Home visiting
- Strengths-based case management
- Supportive case management
- Other: \_\_\_\_\_

25. Ensure access to one or more of the following tobacco cessation counseling services:

- The 5 A's (Ask, Advise, Assess, Assist, Arrange)
- A modification of the 5 A's
- Behavior modification
- Linkage to quit-lines
- Motivational interviewing
- Peer support/peer mentoring
- Other : \_\_\_\_\_

26. Ensure access to the following alcohol/drug-related services:

- SBIRT (Screening, Brief Intervention, and Referral to Treatment)
- Group counseling
- One-on-one counseling
- Literature/reading materials
- Referrals to other providers
- Other (please specify):  
\_\_\_\_\_

27. Ensure access to one or more of the following services to help participants achieve a healthy weight?

- Exercise classes
- Literature/reading materials
- Nutrition education
- One-on-one weight loss support
- Weight and pregnancy education
- Weight loss support groups
- Other: \_\_\_\_\_

28. Ensure access to one or more of the following home visiting programs:

- Child FIRST
- Early Head Start-Home Visiting
- Early Intervention Program for Adolescent Mothers
- Early Start (New Zealand)
- Healthy Families America
- Healthy Steps
- Maternal Early Childhood Sustained Home Visiting Program
- Nurse Family Partnership
- Oklahoma Community-Based Family Resource and Support Program
- Parents as Teachers, Play and Learn Strategies (PALS) Infant
- SafeCare Augmented
- Other: \_\_\_\_\_



29. Use one or more of the following screening tools to screen women for depression:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="radio"/> BDI-FastScreen | <input type="radio"/> PHQ-2        |
| <input type="radio"/> CES-D          | <input type="radio"/> PHQ-9        |
| <input type="radio"/> EPDS           | <input type="radio"/> PDSS         |
| <input type="radio"/> HAM-D          | <input type="radio"/> RAND 36      |
| <input type="radio"/> MADRS          | <input type="radio"/> Other: _____ |

30. Use one or more of the following socio-emotional development screening tool(s) with children:

- |  |   |
|--|---|
| <input type="radio"/> Ages and Stages Questionnaire - Social-Emotional | <input type="radio"/> Greenspan Social-Emotional Growth Chart |
| <input type="radio"/> BTSEA  | <input type="radio"/> TABS Screener                           |
| <input type="radio"/> CTS  | <input type="radio"/> Other: _____                            |

31. Use one or more of the following tools to screen infants for fetal alcohol spectrum disorders:

- |                             |                                    |
|-----------------------------|------------------------------------|
| <input type="radio"/> AUDIT | <input type="radio"/> IHR          |
| <input type="radio"/> CAGE  | <input type="radio"/> 5 P's        |
| <input type="radio"/> T-ACE | <input type="radio"/> Other: _____ |

32. Use a male involvement curriculum:

- No
- Yes (specify which one): \_\_\_\_\_

33. Ensure access to one or more of the following parenting education programs:

- |   |   |
|---|---|
| <input type="radio"/> Effective Black Parenting Program           | <input type="radio"/> The Incredible Years          |
| <input type="radio"/> Legacy for Children                         | <input type="radio"/> The Nurturing Parent Programs |
| <input type="radio"/> Parents as Teachers                         | <input type="radio"/> Touchpoints                   |
| <input type="radio"/> STAR Parenting                              | <input type="radio"/> Triple P                      |
| <input type="radio"/> Strengthening Families                      | <input type="radio"/> Other: _____                  |
| <input type="radio"/> Systematic Training for Effective Parenting |   |

34. Elicit input from Healthy Start participants on service delivery using one or more of the following approaches:

- |  |  |
|--|--|
| <input type="radio"/> Client satisfaction survey       | <input type="radio"/> Forum discussions with clients |
| <input type="radio"/> In-depth interviews with clients | <input type="radio"/> Other: _____                   |





# CONSIDER THE PARTICIPANT'S CONTEXT

C - Consider the context: Integrate social determinants of health and life course theory models in project activities

Assess Social Context			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
1. Ensure assessment of new participants' cultures and languages at time of enrollment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Ensure assessment of participants' individual life conditions (e.g., education, employment, access to healthy food, housing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide Appropriate Services			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
3. Establish system to link participants to emergency assistance and other services to meet basic needs (e.g., food assistance, housing, fuel assistance)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Establish system to link participants to social services to address social determinants of health such as education and employment status	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Include in CAN action plan strategies to address social determinants of health at the community level, as identified in the needs assessment/Root Cause Analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Promote Cultural Competency			
	Where are you in the process of completing this?		
	Not yet started	In the process	Completed
6. Ensure linguistic access to services for all participants (e.g., bilingual staff, interpreter services, translated materials)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Assess Healthy Start Project staff cultural competency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Provide cultural competence training to Healthy Start Project staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Assess the following life conditions and provide appropriate referrals:

- |  |  |
|--|--|
| <input type="radio"/> Education              | <input type="radio"/> Transportation       |
| <input type="radio"/> Employment             | <input type="radio"/> Immigration          |
| <input type="radio"/> Access to healthy food | <input type="radio"/> Financial management |
| <input type="radio"/> Public safety          | <input type="radio"/> Housing              |
| <input type="radio"/> Discrimination         |  |

