



Victorian Healthcare Association

Population Health Planning Framework

SUMMARY CHECKLIST

This checklist provide prompts for key points in each step of the population health planning process.

1. Creating the leadership team

- Form a leadership team, from a new or existing partnership, to drive the planning process
- Identify stakeholders and potential planning partners, including those outside health who are already acting on the determinants of health. Aim to have representation from multiple sectors
- Create a shared vision for population health planning. What are the desired outcomes?
- Define the target population
- Clearly articulate and document roles and expectations (in MOUs and service agreements)
- Identify capacity building activities required to support the planning process (workforce development, organisational development, resource allocation, leadership, partnerships)

2. Analysing the planning context

- Analyse the planning context in terms of the political, economic, and social environment
- Identify relevant legislation and policies that influence opportunities for population health planning (potential partnerships, opportunities to integrate planning activities)
- Build on the positive factors/strengths and opportunities identified
- Identify the resources and capacity for conducting population health planning

3. Identifying and prioritising the issues

- Collect population health data drawn from a wide variety of sources. Has locally-generated and social determinant data been included in addition to health status data? Who can assist with sourcing the evidence?
- Consider gaps in available data and assumptions that may conceal inequities. Have disadvantaged groups been adequately considered in the evidence collected?
- Use disaggregated data (when available) to compare sub-population groups and smaller geographical areas. Is there a difference between sub-populations and local areas?
- Is there a plan for community engagement? Will it capture the public's interest? Have the community's views and concerns been sought and considered?

- Is there a shared understanding of the issues, based on evidence? Include perspectives from many stakeholders. Did the selected community/community groups assist in framing the issue?
- Ensure the planning group is resourced with appropriate expertise for data analysis

4. Identifying and prioritising actions

- What options for action do the evidence, research, and consultation with stakeholders point to? Base decisions on evidence where available
- Select strategies based on the best possible outcome of improving population health without increasing inequalities
- Use the best quality evidence available
- Increase upstream actions (ie, take action on the determinants of health)
- Ensure a *mix of integrated* down-, mid- and upstream actions targeted across the life span
- Be transparent about decision-making processes
- Think about a monitoring and evaluation plan early. Select indicators to evaluate the desired outcome

5. Taking action

- Do the stakeholders involved in implementing actions reflect the breadth of expertise and experience to address the issue being targeted? Recruit new partners as needed to facilitate implementation
- Assign responsibility and accountability for leading and implementing each action
- Ensure assigned actions are translated into the responsible organisation/s' strategic and operational plans
- Monitor progress towards desired outcome, and make adjustments as needed. Measure impacts on equity
- Allocate adequate infrastructure, resources, workforce capability
- Establish a coordinating mechanism to monitor and guide actions
- Maintain ongoing communication with partners, the community and stakeholders. How will the leadership group and the selected community/community groups be informed of progress and outcomes?

6. Evaluating the health outcomes

- What effect did the actions have on health outcomes and reducing health inequities? Did the actions have an adverse effect on health outcomes for some groups? Consider applying a results-based accountability framework
- Include evaluation of partnerships and the planning process
- What was the level of community involvement? Did the community have a genuine say in how things are done? How, and on what basis, were particular community groups identified as potential contributors?
- Contribute to the knowledge base of population health planning by documenting and sharing findings