

**2019 Community Health Needs Assessment
Interview Summary Sheet and Guide**

INTERVIEWER NAME: _____
RECORDER NAME: _____
CHNA AREA/COUNTY: _____
DATE: _____
INTERVIEWEE NAME: _____
ORGANIZATION: _____
TITLE: _____
DATA ENTRY DATE: _____
DATA ENTRY BY: _____

Hello, my name is _____. I am a representative of _____ and am working with Vanderbilt University Medical Center, Saint Thomas Health, and the _____ Public Health Department on the 2019 Community Health Needs Assessment. Also, with me is _____ from _____.

Thank you for taking your time to meet with us and agreeing to participate in the Community Health Needs Assessment. As part of the assessment we are interviewing Community Leaders and Representatives as a way of understanding and identifying the priority health needs of <county>.

We anticipate the interview will take approximately 30 minutes. We have a set of questions we will be asking. Both _____ and I will be recording your selections and comments, so that the information may be combined with the responses of the other interview participants.

Please note: As required by the IRS Community Health Needs Assessment (CHNA) guidelines, the CHNA which will be made publicly available and posted on the hospital's website. We will be acknowledging the participation of community leaders and representatives by industry grouping. Your responses will be summarized and aggregated with others and your name will not be linked to specific responses or comments.

Are you ready to begin?

1. Could you tell us a little about yourself and your role here at (organization name)?
2. What do you think are your community's strongest assets?
3. Based on your experience, what are the top three issues that you are most concerned about in your community?
[Probe: think broadly, beyond health]
4. What would you say are the top three issues specific to health or health care that you are most concerned about in your community?
[INTERVIEWER NOTE: Assess previous response]

5. What do you think are the obstacles or challenges to addressing these issues?
6. If you had a magic wand, what top initiatives would you implement in your community in the next three years?
[Probe: What resources, policies or supports would you like to see put in place to address your counties' health needs?]
7. Was there anything you wanted to discuss today that we didn't cover?
8. Do you have any questions for us?

Thank you for your time. We appreciate your participation and willingness to share your and your constituents' concerns.

The complete Community Health Needs Assessment is anticipated to be released in mid-2019 and will be posted on the website for both hospitals and the health department.

Thank you again for your participation.