

# Process for Updating SHIP

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## Approvals

- SHIP Steering Committee
  - APPROVED: **May 11, 2015**
- DPHI Board of Directors
  - APPROVED: **May 20, 2015**

## Purpose

The purpose of this document is to establish a process and framework for the revision and, thereafter, official update of Delaware's State Health Improvement Plan (SHIP). The SHIP will be revised, and an update produced, at least every 5 years per the governing bylaws of the SHIP Coalition.

## Responsibilities

- SHIP Coordinator – Writes and distributes the revised SHIP final report under the contract with DPH; coordinates meetings of the SHIP workgroups; organizes and sets agenda for semi-annual SHIP Coalition events; provides administrative and back-office support.
- SHIP Steering Committee – Reviews draft of annual report
- DPHI Board of Directors – Gives final approval of the annual report
- SHIP Workgroups – Two workgroups will be formed consisting of members of the SHIP Coalition and Chaired by a SHIP Steering Committee Member. The products of these workgroups will be combined to form the final SHIP document.
  - State Health Assessment Workgroup
  - State Health Improvement Plan Workgroup
- SHIP Coalition – Members of the Coalition will be invited to participate in the SHIP Workgroups and/or to attend all meetings. Drafts of the products of the Workgroups will be shared with Coalition members for their review and to elicit input.

**Timeline** – The below timeline is based upon the phases of the Mobilizing for Action through Planning and Partnerships (MAPP) process.<sup>1</sup> The table on the following page outlines a timeline based on a 5 year cycle.

<b>PHASE</b>	<b>TASK</b>	<b>Approximate Timeframe post publication of last SHIP</b>	<b>Responsibility</b>
<b>Organizing</b>	Kick-off meeting Determine how process will be managed Determine resources needed Evaluate strengths/weaknesses of current SHIP Assign Workgroup chairs Invitation to Coalition to participate	Complete by year 3	Steering Committee
<b>Visioning</b>	Identify shared vision Formulate vision statement	Complete by March, year 4	Coalition
<b>Assessments</b>	Themes and strengths Public health system Community/State Health status Possible forces/agents of change	Complete by year 4 June	Assessment
<b>Strategic Issues</b>	Identify and prioritize strategic issues	Complete by year 5 June	Improvement Plan
<b>Goals/Strategies</b>	Develop goals and select strategies		
<b>Action Cycle</b>	Review current action plans Validate their applicability or revise accordingly	Complete by year 5 September	
<b>Document</b>	Draft final SHIP Share with entire Coalition for review and to elicit input Attain Steering Committee approval Attain DPHI Board approval Disseminate final report	Complete by year 5	SHIP Coordinator (DPHI)

### **Distribution**

- Media Release
- DPHI Website
- DPH Website
- Email to Coalition members

<sup>1</sup> <http://www.naccho.org/topics/infrastructure/mapp/>