

## Summary of 15 steps and milestones for CHPS implementation

Step	Key Task	Activities	Responsible	Output	Milestone Achieved
One	Plan	<ul style="list-style-type: none"> <li>Situation Analysis and problem identification at the DHMT level</li> <li>Consultation with District Assembly – The Chief Executive and the Social Services Sub-Committee</li> <li>Zoning of communities in the district</li> <li>District CHPS Scale-up Plan</li> </ul>	The DHMT (DDHS and Public Health Nurses / Midwives)	<ul style="list-style-type: none"> <li>Compiled Situation Analysis of available resources and program requirements</li> <li>Detailed report showing the list of demarcated CHPS zones prioritized by year of implementation</li> </ul>	Detailed plan
Two	Consult and raise awareness of CHPS	<ul style="list-style-type: none"> <li>Consultation and Sensitization of Health Workers</li> </ul>	DHMT	<ul style="list-style-type: none"> <li>Health workers accept CHPS Concept</li> </ul>	
Three	Dialogue with community leadership	<ul style="list-style-type: none"> <li>Identify contact persons e.g. Assembly man</li> <li>Meet with the community's leadership</li> <li>Sensitize the chief and his elders highlighting key support areas from the chief and community (e.g. community durbar, workspace, land etc.)</li> </ul>	The DHMT (DDHS and Public Health Nurses/Midwives )	<ul style="list-style-type: none"> <li>Chief and elders of the communities making up the zone sensitized</li> </ul>	Community Entry Complete
Four	Community Information Durbar	<ul style="list-style-type: none"> <li>Community Information durbars</li> <li>Participation by all communities making up the zone</li> <li>Address questions and concerns of community members</li> <li>Site selection and approval</li> <li>Roles and responsibilities of stakeholders including community members</li> </ul>	Community Leaders/ DHMT	<ul style="list-style-type: none"> <li>Informed Community Created</li> </ul>	
Five	Select and train CHOs	<ul style="list-style-type: none"> <li>Selection and Training / Orientation of CHOs</li> <li>Assess, counsel and select staff who are interested in community work</li> <li>Discuss with each selected staff the zone she/he will be assigned</li> </ul>	DHMT/SDHT	<ul style="list-style-type: none"> <li>Certification of CHOs</li> </ul>	
Six	Select, approve and orient Community Health Management Committee (CHMC)	<ul style="list-style-type: none"> <li>Selection of CHMC members based on the criteria outlined in section of CHMC in this guideline</li> <li>Durbar for approval of CHMC</li> <li>Orientation of CHMC</li> </ul>	Community Leadership, SDHT, DHMT	<ul style="list-style-type: none"> <li>CHMC members confirmed; and they sign a social commitment contract during the durbar</li> </ul>	
Seven	Compile Community Profile	<ul style="list-style-type: none"> <li>Compilation of Community Profile: Information on Geographic, Demographic Characteristics, Settlement patterns, existing human habitation, health features and facilities</li> <li>Read any available literature about the communities making the zone especially where the zone will be sited</li> </ul>	DHMT; SDHT; CHMC members, District Assembly; Community Leadership	<ul style="list-style-type: none"> <li>Community Profile Brief and Register established</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ask individuals in the community about the history, norms, taboos, secret places, occupation etc.</li> <li>• Conduct a transect walk to identify important landmarks including schools, churches, mosque, chief palace, market etc.</li> <li>• Inform the opinion leaders on the need and time to register community members</li> <li>• Register community members by community and by household</li> <li>• Summarize the results to obtain population by community, number of households by community etc.</li> </ul>			
<b>Eight</b>	Compound Construction / Operationalize Compound	<ul style="list-style-type: none"> <li>• Procurement (Construction, Renovation, Hiring, Renting, or Rehabilitation) of Community Health Compound for CHO residence</li> <li>• Refer to the compound construction chapter for further details in the guideline</li> </ul>	CHMC	<ul style="list-style-type: none"> <li>• Community Health Compound constructed</li> </ul>	<b>Community Health Compound</b>
<b>Nine</b>	Provide CHPS Logistics	<ul style="list-style-type: none"> <li>• Provide sufficient supplies, medicines, equipment, furniture and transport to CHPS Zone for service provision</li> </ul>	DHMT	<ul style="list-style-type: none"> <li>• Logistics stocking and Management System Established</li> </ul>	<b>Essential Equipment</b>
<b>Ten</b>	Durbar to launch activities of the CHPS zone	<ul style="list-style-type: none"> <li>• Organize Community Information Durbar to formally launch CHPS in the community</li> <li>• Formal introduction of CHOs to the community at the Durbar</li> </ul>	Community Leaders supported by DHMT/District Assembly	<ul style="list-style-type: none"> <li>• Community awareness, understanding and support for CHPS and the CHOs</li> </ul>	<b>Nurse Posted</b>
<b>Eleven</b>	Select Community Health Volunteers (CHVS)	<ul style="list-style-type: none"> <li>• Selection of Community Health Volunteers. Select Refer to selection criteria for CHVs in the guidelines</li> </ul>	CHMC, SDHT	<ul style="list-style-type: none"> <li>• Volunteers Acceptance of Status</li> </ul>	<b>Volunteers Deployed</b>
<b>Twelve</b>	Approve CHV Selection	<ul style="list-style-type: none"> <li>• Host Durbar to finalize the selection and gain approval of CHVs from community and community leadership</li> </ul>	CHMC, SDHT	<ul style="list-style-type: none"> <li>• Community Approval Obtained</li> </ul>	
<b>Thirteen</b>	Train CHVs	<ul style="list-style-type: none"> <li>• Training of Community Health Volunteers based on the training content spelt out</li> </ul>	DHMT, SDHT	Certification of Community Health Volunteers	
<b>Fourteen</b>	Procure Logistics, Equipment and Volunteers supplies	<ul style="list-style-type: none"> <li>• Mobilization of Logistics and Equipping the Volunteers</li> </ul>	DHMT, SDHT	Logistics Management System Established	
<b>Fifteen</b>	Launch the CHPS zone	<ul style="list-style-type: none"> <li>• Launch the CHPS zone</li> <li>• Introduce CHMC, Volunteers and CHO during the durbar</li> <li>• Introduce security man for the compound etc.</li> </ul>	Chiefs, Community Health Committee and SHDT	CHPS zone launched and services provided	