



Canterbury Health in All Policies Partnership (CHIAPP)

Self Evaluation and Monitoring Tool (2015)



Operating Instructions

The CHIAPP Leadership Group will, at least annually, use this tool for purposes of self evaluation. There are three levels that the members of the Leadership Group can apply the tool to, including:

- i. their organisation
- ii. the particular division or group in which the Leadership Group member is situated and
- iii. the actual Leadership Group

The **desired outcome** of the CHIAPP initiative is that:

“at the end of this project the partner organisations will have policy and some projects taking a health perspective as a normal part of these processes. There will be enough people in the organisation with HIA experience that HIA is integrated into work practices and not a stand-alone event. The health perspective is understood by different teams e.g. planners, engineers” (CHIAPP Terms of Reference, 2009, p.3).

		Overall Rating
Objective 1:	The Leadership Group operates as a highly functioning and effective partnership in order to develop the HiAP approach in Canterbury.	
Objective 2:	The Treaty of Waitangi is recognised and informs the work of the CHIAP Partnership.	
Objective 3:	The partner organisations increase their understanding of the “Health in All Policies” approach through capacity building /training activities (e.g. HIA training, presentations) that are planned and evaluated.	
Objective 4:	The partner organisations promote and incorporate HiAP activities (e.g. Health Impact Assessments or HIA, Integrated Recovery Guide or IRG, cross-sector workshops) into policy and programme development in an annually planned approach.	
Objective 5:	The partner organisations evaluate the HiAP activities within their organisations to continually improve and assess value.	

Objective 1: The Leadership Group operates as a highly functioning and effective partnership in order to develop the HiAP approach in Canterbury.

Elements for evaluation of optimum working

	5 EXCELLENT	4 ABOVE AVERAGE	3 AVERAGE	2 BELOW AVERAGE	1 POOR/NON EXISTENT	RATING
1.1	All partners provide excellent leadership to the overall direction, strategy and function of the CHIAPP.	Most partners provide leadership in the direction, strategy and function of the CHIAPP.	More than half of the partners provide leadership and offer some input into the direction, strategy and function of CHIAPP.	Only a few of the partners provide leadership for the CHIAPP.	No partners provide any leadership for the CHIAPP.	
1.2	All partners have a clear sense of purpose and mission through the HiAP Leadership Group work plan .	Most partners have some sense of purpose and mission through the HiAP Leadership Group work plan .	Half the partners have some sense of purpose and mission through the HiAP Leadership Group work plan .	Only a few partners have a sense of purpose and mission through the HiAP Leadership Group work plan .	No partners have a sense of purpose and mission through the HiAP Leadership Group work plan .	
1.3	To ensure a centre of excellence each partner regularly shares their progress, expertise and ideas to help identify HiAP opportunities /projects and celebrates group successes.	Each partner quite often shares their progress, expertise and ideas to help identify HiAP opportunities /projects and celebrates group successes.	Each partner sometimes shares their progress, expertise and ideas to help identify HiAP opportunities /projects.	Each partner hardly ever shares their progress, expertise and ideas to help identify HiAP opportunities/projects.	Each partner does not share their progress, expertise and ideas to help identify HiAP opportunities/projects.	
1.4	The Leadership Group organises to develop the HiAP approach within Canterbury annually e.g. through a conference, publications, Communications Plan or similar.	The Leadership Group makes plans to develop the HiAP approach within Canterbury annually e.g. through a conference, publications, Communications Plan or similar.	The Leadership Group discusses plans to develop the HiAP approach within Canterbury annually e.g. through a conference, publications, Communications Plan or similar.	The Leadership Group considers plans to develop the HiAP approach within Canterbury annually e.g. through a conference, publications, Communications Plan or similar.	The Leadership Group does not discuss or make any plans to develop the HiAP approach within Canterbury annually e.g. through a conference, publications, or similar.	

Rating Sheet for Objective 1

ORGANISATION	RATING FOR 1.1	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 1.2	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 1.3	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 1.4	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

Objective 2: The Treaty of Waitangi is recognised and informs the work of the CHIAP Partnership.

Elements for evaluation of optimum working

	5 EXCELLENT	4 ABOVE AVERAGE	3 AVERAGE	2 BELOW AVERAGE	1 POOR/NON EXISTENT	RATING
2.1	Ngai Tāhu are active, participating partners in CHIAPP and provide input into how best to achieve Treaty of Waitangi (ToW) partnership for each piece of the CHIAPP work.	Ngai Tāhu are active partners in CHIAPP and provide input into how to achieve Treaty of Waitangi (ToW) partnership for CHIAPP work.	Ngai Tāhu are partners in CHIAPP and provide some input into how to achieve Treaty of Waitangi (ToW) partnership for CHIAPP work.	Ngāi Tahu are minor partners and provide very little input into how to achieve the Treaty of Waitangi (ToW) partnership for CHIAPP.	Ngāi Tahu are not involved in CHIAPP at all.	
2.2	Leadership Group regularly (at least monthly) explicitly plans actions and reflects on how the Treaty of Waitangi is informing their work.	Leadership Group quite often (at least once every 3 months) considers / reflects on how the Treaty of Waitangi is informing their work.	Leadership Group sometimes (at least once every six months) considers/reflects on how the Treaty of Waitangi is informing their work.	Leadership Group considers/reflects every now and then (once a year) on how the Treaty of Waitangi is informing their work.	Leadership Group does not consider / reflect on how the Treaty of Waitangi is informing their work at all.	

Rating Sheet for Objective 2

ORGANISATION	RATING FOR 2.1	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 2.2	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

Objective 3: The partner organisations increase their understanding of the “Health in all Policies” approach through capacity building/training activities (e.g. HIA training, presentations) that are planned and evaluated.

Elements of evaluation for optimum working

	5 EXCELLENT	4 ABOVE AVERAGE	3 AVERAGE	2 BELOW AVERAGE	1 POOR/NON EXISTENT	RATING
3.1	There is a capacity building calendar with training activities for each partner organisation.	There is a capacity building calendar with some training activities for each partner organisation.	There is a brief capacity building calendar with training and activities for each partner organisation.	There is a capacity building calendar with a few training activities for each partner organisation	There is no training or project activities for each partner organisation and	
3.2	Other HiAP activities are often generated from the trainings / capacity building activities.	HiAP projects and activities are sometimes generated from the trainings / capacity building activities.	HiAP projects and activities are generated from time to time from the trainings / capacity building activities.	HiAP projects and activities are very rarely generated from the training activities.	No other HiAP activities. HiAP projects and activities are generated.	

Rating Sheet for Objective 3

ORGANISATION	RATING FOR 3.1	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 3.2	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

Objective 4: The partner organisations promote and incorporate HiAP activities (e.g. Health Impact Assessments or HIA, Integrated Recovery Guide or IRG, cross-sector workshops) into policy and programme development in an annually planned approach.

Elements of evaluation for optimum working

	5 EXCELLENT	4 ABOVE AVERAGE	3 AVERAGE	2 BELOW AVERAGE	1 POOR/NON EXISTENT	RATING
4.1	Partners are consistently articulating and promoting in a clear practical way the benefits for HIAP activities within their organisations.	Partners are quite often articulating and promoting in a practical way the benefits for HIAP activities within their organisations.	Partners are sometimes articulating and promoting in a practical way the benefits for HIAP activities within their organisations.	Partners are very minimally articulating and promoting the benefits for HIAP activities within their organisations.	Partners are unable to articulate and promote the benefits for HIAP activities within their organisations.	
4.2	HiAP work plans for every organisation in CHIAPP developed by screening their pre determined organisational work programmes in an annually planned approach.	HiAP work plans for $\frac{3}{4}$ or almost all the organisations in CHIAPP developed by screening their pre determined organisational work programmes in an annually planned approach.	HiAP work plans for half the organisations in CHIAPP developed by screening their pre determined organisational work programmes in an annually planned approach.	HiAP work plans for a very few (less than half) the organisations in CHIAPP developed by screening their pre determined organisational work programmes in an annually planned approach.	HiAP work plans for no organisations in CHIAPP developed by screening their pre determined organisational work programmes in an annually planned approach.	
4.3	HiAP approaches and explicit health goals are embedded into a major proportion of the work processes of partner organisations over time.	HiAP approaches and explicit health goals are embedded into a fairly large proportion of the work processes of partner organisations over time.	HiAP approaches are embedded into almost half of the work processes of partner organisations over time.	HiAP approaches are embedded into very few work processes of partner organisations over time.	HiAP approaches are not embedded into work processes of partner organisations.	
4.4	HiAP can rely on champions or key staff proactively looking for opportunities to do HIAP work.	HiAP can rely on champions or key staff looking for opportunities to do HIAP work.	HiAP can rely on champions or key staff sometimes looking for opportunities to do HIAP work.	HiAP can rely on champions or key staff very rarely looking for opportunities to do HIAP work.	HiAP can rely on champions or key staff not looking for opportunities to do HIAP work.	

Rating Sheet for Objective 4

ORGANISATION	RATING FOR 4.1	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 4.2	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 4.3	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 4.4	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

Objective 5: The partner organisations evaluate the HiAP activities within their organisations to continually improve and assess value.

Elements for evaluation of optimum working

	5 EXCELLENT	4 ABOVE AVERAGE	3 AVERAGE	2 BELOW AVERAGE	1 POOR/NON EXISTENT	RATING
5.1	Evaluation plans are regularly developed and implemented for all projects where HiAP is being applied. Evaluations can be e.g. formative, impact, outcome evaluations as appropriate.	Evaluation plans are sometimes developed and implemented for projects where HiAP is being applied. Evaluations can be e.g. formative, impact, outcome evaluations as appropriate.	Evaluation plans are developed from time to time for projects where HiAP is being applied.	Evaluation plans are very rarely developed for projects where HiAP is being applied.	Evaluation plans are never developed or implemented for projects where HiAP is being applied.	
5.2	Work arising from these evaluations is part of an ongoing cycle of improvement.	Sometimes work arising from these evaluations is part of an ongoing cycle of improvement.	Some plans for integrating HIAPP in each partner organisation are developed, implemented and evaluated informally.	Plans for integrating HIAPP in each partner organisation are rarely developed.	Plans for integrating HIAPP in each partner organisation are not developed.	

Rating Sheet for Objective 5

ORGANISATION	RATING FOR 5.1	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			

ORGANISATION	RATING FOR 5.2	COMMENTS	ACTIONS
CCC			
C&PH			
ECan			
Health			
Other			
Leadership Group			