

Self Assessment Guide

Municipal Level

The following themes are encompassing in the self-evaluation tool:

1. Policy, strategy and management
2. Action planning
3. Implementation
4. Evaluation and communication

The evaluation tool contains questions related to the internal affairs of the local authority (a-questions). Also the evaluation tool contains questions related to external stakeholder (b-questions). Data distracted from the b-questions can with advantage be compared to data distracted from external stakeholder work with the self-evaluation tool "Institutional self-evaluation".

In spite of the quantitative nature of the evaluation tool, the tool can with a significant benefit also be used in a qualitative way. In this case please describe "in which way" instead of "to which extent".

The tool can furthermore be split so that selected questions or themes are rated or described.

Rating:

0 = Not at all, 1 = To a lesser degree, 2 = To some extent, 3 = To an average degree, 4 = To a high degree, 5 = To a very high degree.

Policy, strategy and management – internal focus	Rating 0-5
1a. The extent to which there are health policies and strategies in the municipality?	
2a. The extent to which existing municipal health policies and strategies reflects national health policies and strategies?	
3a. The extent to which the municipality uses scientific evidence in developing health policies and strategies?	
4a. The extent to which existing municipal health policies and strategies are integrated into the municipality's various departments / divisions?	
5a. The extent to which the municipality's various departments / divisions cooperate when developing health policies and strategies?	
6a. The extent to which the cooperation between the municipality's various departments / divisions is formalized, e.g. through goal descriptions and action plans?	
7a. The extent to which the council's other departments / divisions are committed to working with health related issues?	
8a. The extent to which the municipality cooperates with other professional groups about development of health policies and strategies, e.g. trainers, teachers, social workers and nurses?	
9a. The extent to which the municipality cooperates with local public sector	

organisations/settings about development of health policies and strategies, e.g. pre-schools and schools?	
10a. The extent to which the cooperation between the municipality and local public sector organisations/settings is formalized, e.g. through goal descriptions and action plans?	
11a. The extent to which public sector organisations/settings are committed to working with health related issues?	
12a. The extent to which the municipality cooperates with local volunteer organizations when developing health policies and strategies, e.g. sports associations?	
13a. The extent to which the cooperation between the municipality and local volunteer organizations is formalized, e.g. through goal descriptions and action plans	
14a. The extent to which the municipality cooperates with the business community about development of health policies and strategies?	
15a. The extent to which the cooperation between the municipality and the business community is formalized, e.g. through goal descriptions and action plans?	
16a. The extent to which the municipality cooperates with the citizens about development of health policies and strategies?	
17a. The extent to which the cooperation between the municipality and the citizens is formalized, e.g. through goal descriptions and action plans?	
18a. The extent to which existing municipal health policies and strategies reflect citizen's socio-cultural and socio-economic context and status?	
19a. The extent to which the municipality communicates health policies and strategies to the relevant professionals, e.g. teachers, social workers and nurses?	
20a. The extent to which the municipality communicates health policies and strategies to public sector organisations, e.g. pre-schools and schools?	
21a. The extent to which the municipality communicates health policies and strategies to local voluntary sector organizations, e.g. sports associations?	
22a. The extent to which the municipality communicates health policies and strategies to the business community?	
23a. The extent to which the municipality communicates health policies and strategies to the citizens?	
24a. Are there sufficient resources allocated for the development and delivery of health strategies?	
25a. The extent to which regulatory means are used to encourage health policy development?	
26a. The extent to which information is used to encourage health policy development?	
27a. the extent to which incentives are used to encourage health policy development?	
RATING IN ALL	

Policy, strategy and management – external focus	Rating 0-5
1b. The extent to which the municipality assesses that relevant professionals are familiar with municipal health policies - strategies?	
2b. The extent to which the municipality assesses that public sector organisations are familiar with municipal health policies and strategies?	
3b. The extent to which the municipality assesses that local voluntary sector organizations are familiar with municipal health policies and strategies?	
4b. The extent to which the municipality assesses that the business community is familiar with municipal health policies and strategies?	
5b. The extent to which the municipality assesses that the citizens are familiar with municipal health policies and strategies?	
6b. The extent to which the municipality assesses that public sector organisations are concerned with citizen's health?	
7b. The extent to which the municipality assesses that local volunteer organisations are with citizen's health?	
8b. The extent to which the municipality assesses that the business community is concerned with citizen's health?	
9b. The extent to which the municipality assesses that their existing health policies and strategies have been included in the planning of institutional health interventions in public sector organisations?	
10b. The extent to which the municipality assesses that the public sector organisations work systematically with health promotion, for example recurring themes or as a visible part of the educational curriculum?	
11b. The extent to which the municipality assesses that public sector organisations collaborate with other professional groups in relation to institutional health themes and issues?	
12b. The extent to which the municipality assesses that public sector organisations collaborate internally in relation to institutional health interventions?	
13b. The extent to which the municipality assesses that public sector organisations are in dialogue with their target group about relevant health themes?	
RATING IN ALL	

Action planning – internal focus	Rating 0-5
28a. The extent to which the municipality completes a local needs assessment before planning health interventions?	
29a. The extent to which the municipality uses scientific data for planning health interventions?	
30a. The extent to which the planning of health interventions is characterized by formulation of aims?	
31a. The extent to which the municipality collaborates with other departments / divisions in the planning of health interventions?	

32a. The extent to which the municipality collaborates with relevant professionals in the planning of health interventions?	
33a. The extent to which the municipality collaborates with relevant settings in the planning of health interventions?	
34a. The extent to which the municipality works with the target group in the planning of health interventions?	
35a. The extent to which the planning of health interventions is characterized by reflection on target groups socio-cultural and economic context and status?	
36a. The extent to which evaluation considerations are a part of planning health interventions?	
RATING IN ALL	

Action planning – external focus	Rating 0-5
14b. The extent to which the municipality assesses that an institutional needs assessment is conducted before planning of institutional health interventions?	
15b. The extent to which the municipality assesses that the institutional planning of health interventions, e.g. if they are characterized by systematic approach such as a written care plan?	
16b. The extent to which the municipality assesses that public sector organisations/ settings use scientific data for planning of institutional health interventions?	
17b. The extent to which the municipality assesses that public sector organisations/settings collaborate with relevant professionals in the planning of institutional health interventions?	
18b. The extent to which the municipality assesses that public sector organisations/settings collaborate internally in the planning of institutional health interventions?	
19b. The extent to which the municipality assesses that public sector organisations/settings involve their target group in the planning of institutional health interventions?	
20b. The extent to which the municipality assesses that institutional planning of institutional health interventions in public sector organisations/ settings is characterized by reflection on target groups socio-cultural and economic context and status?	
21b. The extent to which the municipality assesses that that considerations about evaluation are a part of planning for institutional health interventions in public sector organisations /settings?	
RATING IN ALL	

Implementation – internal focus	Rating 0-5
37a. The extent to which the implementation of health interventions are carried out through dialogue with other departments / divisions in the municipality?	
38a. The extent to which the implementation of health interventions are carried out through dialogue with relevant professionals?	
39a. The extent to which the implementation of health interventions are carried out through dialogue with the setting concerned?	

40a. The extent to which the implementation of health interventions are carried out through dialogue with the target group?	
41a. The extent to which the socio-cultural environment of the target group is taken into consideration during the implementation?	
RATING IN ALL	

Implementation – external focus	Rating 0-5
22b. The extent to which the municipality assesses that the implementation of institutional health interventions in public sector settings takes place in collaboration with relevant professional groups?	
23b. The extent to which the municipality assesses that the implementation of institutional health interventions in public sector settings takes place in collaboration with other relevant settings?	
24b. The extent to which the municipality assesses that the implementation of institutional health interventions in public sector settings takes place in collaboration with the target group?	
25b. The extent to which the municipality assesses that the socio-cultural environment of the target group is taken into consideration during the implementation of institutional health interventions?	
RATING IN ALL	

Evaluation and communication – external focus	Rating 0-5
42a. The extent to which a baseline is completed before initiation of health interventions?	
43a. The extent to which a mid-term evaluation is conducted in connection with health interventions?	
44a. The extent to which a final evaluation is conducted in connection with health interventions?	
45a. The extent to which intermediary evaluation results are communicated to relevant parties, e.g. target group, other groups and settings?	
46a. The extent to which evaluation results are applied when introducing new health interventions??	
47a. The extent to which evaluation results are influencing future health policies and strategies?	
RATING IN ALL	

Evaluation and communication – external focus	Rating 0-5
26b. The extent to which the municipality assesses that a baseline is completed before initiation of institutional health interventions in public sector settings?	
27b. The extent to which the municipality assesses that a mid-term evaluation is conducted in connection with institutional health interventions in public sector settings?	

28b. The extent to which the municipality assesses that a final evaluation is conducted in connection with institutional health interventions in public sector settings?	
29b. The extent to which the municipality assesses that intermediary evaluation results from health interventions in public sector settings are communicated to relevant parties, eg target group, other groups and the municipality?	
30b. The extent to which the municipality assesses that evaluation results from health interventions in public sector settings are applied when introducing new institutional health interventions?	
RATING IN ALL	

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