### Summary of 15 steps and milestones for CHPS implementation

<table>
<thead>
<tr>
<th>Step</th>
<th>Key Task</th>
<th>Activities</th>
<th>Responsible</th>
<th>Output</th>
<th>Milestone Achieved</th>
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</thead>
</table>
| One  | Plan     | - Situation Analysis and problem identification at the DHMT level  
- Consultation with District Assembly – The Chief Executive and the Social Services Sub-Committee  
- Zoning of communities in the district  
- District CHPS Scale-up Plan | The DHMT (DDHS and Public Health Nurses / Midwives) | - Compiled Situation Analysis of available resources and program requirements  
- Detailed report showing the list of demarcated CHPS zones prioritized by year of implementation | Detailed plan |
| Two  | Consult and raise awareness of CHPS | - Consultation and Sensitization of Health Workers | DHMT | - Health workers accept CHPS Concept | Community Entry Complete |
| Three| Dialogue with community leadership | - Identify contact persons e.g. Assembly man  
- Meet with the community’s leadership  
- Sensitize the chief and his elders highlighting key support areas from the chief and community (e.g. community durbar, workspace, land etc.) | The DHMT (DDHS and Public Health Nurses/Midwives) | - Chief and elders of the communities making up the zone sensitized | |
| Four | Community Information Durbar | - Community Information durbars  
- Participation by all communities making up the zone  
- Address questions and concerns of community members  
- Site selection and approval  
- Roles and responsibilities of stakeholders including community members | Community Leaders/ DHMT | - Informed Community Created | |
| Five | Select and train CHOs | - Selection and Training / Orientation of CHOs  
- Assess, counsel and select staff who are interested in community work  
- Discuss with each selected staff the zone she/he will be assigned | DHMT/SDHT | - Certification of CHOs | |
| Six  | Select, approve and orient Community Health Management Committee (CHMC) | - Selection of CHMC members based on the criteria outlined in section of CHMC in this guideline  
- Durbar for approval of CHMC  
- Orientation of CHMC | Community Leadership, SDHT, DHMT | - CHMC members confirmed; and they sign a social commitment contract during the durbar | |
| Seven| Compile Community Profile | - Compilation of Community Profile: Information on Geographic, Demographic Characteristics, Settlement patterns, existing human habitation, health features and facilities  
- Read any available literature about the communities making the zone especially where the zone will be sited | DHMT; SDHT; CHMC members, District Assembly; Community Leadership | - Community Profile Brief and Register established | |
| Eight  | Compound Construction / Operationalize Compound | • Ask individuals in the community about the history, norms, taboos, secret places, occupation etc.  
• Conduct a transect walk to identify important landmarks including schools, churches, mosque, chief palace, market etc.  
• Inform the opinion leaders on the need and time to register community members  
• Register community members by community and by household  
• Summarize the results to obtain population by community, number of households by community etc. | CHMC  
• Community Health Compound constructed | Community Health Compound |
| Nine   | Provide CHPS Logistics | • Procurement (Construction, Renovation, Hiring, Renting, or Rehabilitation) of Community Health Compound for CHO residence  
• Refer to the compound construction chapter for further details in the guideline | DHMT  
• Logistics stocking and Management System Established | Essential Equipment |
| Ten    | Durbars to launch activities of the CHPS zone | • Organize Community Information Durbars to formally launch CHPS in the community  
• Formal introduction of CHOs to the community at the Durbar | Community Leaders supported by DHMT/District Assembly  
• Community awareness, understanding and support for CHPS and the CHOs | Nurse Posted |
| Eleven | Select Community Health Volunteers (CHVs) | • Selection of Community Health Volunteers. Select Refer to selection criteria for CHVs in the guidelines | CHMC, SDHT  
• Volunteers Acceptance of Status | |
| Twelve | Approve CHV Selection | • Host Durbar to finalize the selection and gain approval of CHVs from community and community leadership | CHMC, SDHT  
• Community Approval Obtained | |
| Thirteen | Train CHVs | • Training of Community Health Volunteers based on the training content spelt out | DHMT, SDHT  
Certification of Community Health Volunteers | |
| Fourteen | Procure Logistics, Equipment and Volunteers supplies | • Mobilization of Logistics and Equipping the Volunteers | DHMT, SDHT  
Logistics Management System Established | |
| Fifteen | Launch the CHPS zone | • Launch the CHPS zone  
• Introduce CHMC, Volunteers and CHO during the durbar  
• Introduce security man for the compound etc. | Chiefs, Community Health Committee and SHDT  
CHPS zone launched and services provided | |