

HIA Screening Worksheet

Screening determines whether the HIA is likely to provide useful information for decision-makers and improve the health impacts of the outcome. This worksheet contains basic issues that should be considered when screening potential subjects for HIA. Brief answers to these questions will help organizations determine whether to proceed with an HIA on a particular subject, and also help inform the scoping phase of the HIA. This form should take approximately 30-60 minutes to complete.

1. What proposed policy, program or project currently under active consideration by a decision-making body--such as a local, state, regional or tribal agency or legislature--will your HIA inform?
2. Describe the decision-making process and timeline. What opportunities exist for including HIA findings and recommendations in this process? Who are the key decision makers?
3. Are health considerations currently part of the discussion? Can the HIA provide new and important information or insight to improve decision making?
4. What resources are currently available to conduct the HIA (staff time, existing data and assessment tools, etc.)

Stakeholder Matrix

Stakeholders are individuals or organizations who stand to gain or lose from a decision or process. More specifically, stakeholders can be defined as people who:

- are affected by the prospective change (e.g. health or financial);
- have an interest in the health impacts of the policy or project under consideration;
- because of their position, have an active or passive influence on the decision-making and implementation process of the project or policy under consideration; or
- have an economic or business interest in the outcome of the decision.

Stakeholder analysis generates knowledge about relevant stakeholders and allows the practitioner to develop a strategic view of the positions, intentions, interrelationships, agendas, and influence or resources stakeholders have brought, or can bring, to the process. This information can then be used to understand the context in which the project, policy or decision is taking place, develop dissemination strategies or an engagement plan, form HIA advisory groups, and anticipate barriers and opportunities. Stakeholder analysis can be conducted or refined at any point, but HIA practitioners will get the greatest value by initiating it at the project outset.

Stakeholder analysis is comprised of three basic steps:

1. Identifying stakeholders and their interest in an issue;
2. Assessing stakeholder importance, influence on the issue and influence on (or susceptibility to influence by) other stakeholders;
and
3. Identifying the ideal way to engage each stakeholder (forms of communication, best messenger, window of opportunity).

The following matrix is meant to help develop an initial rough sketch of all of the possible stakeholders for an HIA and serve as a reference for subsequent HIA activities.

