

Matrix of Organized Participation and Roles within Each Phase of MAPP

Below is a matrix that depicts the type of participation recommended for each phase of MAPP. The following terms are used:

- ?? **Core Support Team** — a small group of individuals from the lead agencies that are responsible for organizing the process and moving it forward. Often this includes the primary individual(s) that provide staff support to the committee, the facilitator, and the committee chair.
- ?? **MAPP Committee** — the committee that provides guidance throughout the entire process. This should be a broad group comprised of representatives from many sectors, including community residents. It is recommended that this be comprised of 15-20 individuals, although many communities have successfully convened committees of up to 30 individuals.
- ?? **Subcommittees** — for several phases of MAPP, specifically the MAPP Assessments, it is recommended that subcommittees be designated to oversee the work that is being done. The subcommittee should include representation from the MAPP committee. Other individuals from outside the MAPP Committee may be recruited for their expertise, skills, or knowledge. Generally, subcommittees are comprised of 5-8 individuals, but some phases (such as the MAPP Assessments) may require larger membership.
- ?? **Community** — broad community participation is a vital concept throughout the MAPP process. While residents should be recruited to participate on the MAPP Committee, phase activities should include ways of gaining broader community participation. This will ensure that the community’s input is a driving factor throughout the MAPP process and that the community ultimately feels ownership in the final results.

MAPP Phase	Organization and Roles in Each Phase			
	Core Support Team	MAPP Committee	Subcommittees	Community
Organize for Success/ Partnership Development	??Get the process “off the ground” ??Organize and plan the process ??Identify resources ??Conduct readiness assessment ??Recruit membership for the committee	??Committee is convened during this phase ??Members provide input into other recruits ??Approve plan for MAPP process (as determined by Core Support Team) ??Identify additional resources	None recommended.	??Community residents should be recruited to participate in committee. ??Broader community should be made aware of the new initiative.
Visioning	??Plan visioning sessions ??Ensure facilitation and work with the facilitator in preparing ??Summarize the results of the meeting(s) ??Draft vision and values statements	??Oversee and participate in the Visioning phase ??Develop a plan for gaining broad community participation and identify community representatives	None recommended, however, some committees may want to designate a subcommittee to conduct the activities identified for the core support team.	Broad community participation is essential. ??Announcements should be made broadly through community mechanisms (media, etc.). ??Visioning session logistics should promote broad community participation

Community Themes and Strengths Assessment	<ul style="list-style-type: none"> ??Support Committee and Subcommittee activities. 	<ul style="list-style-type: none"> ??Oversee subcommittee activities. ??Provide recommendations for gaining broad community participation. ??Participate in activities as needed. 	<ul style="list-style-type: none"> ??Subcommittee to oversee activities is recommended. ??Identify appropriate activities and plan how to undertake them. ??Oversee implementation of activities ??Compile results 	<ul style="list-style-type: none"> Broad community participation is essential. ?? Announcements should be made broadly through community mechanisms (media, etc.). ?? All activities should promote broad community participation
Local Public Health System Assessment	<ul style="list-style-type: none"> ??Support Committee and Subcommittee activities. 	<ul style="list-style-type: none"> ??Participate in Essential Services Orientation session ??Respond to performance measures instrument ??Discuss results/identify challenges and opportunities 	<ul style="list-style-type: none"> ??Subcommittee may be convened to oversee LPHSA. ??Prepare for LPHSA activities and ensure effective implementation ??Ensure facilitation/ recording of all sessions. 	<ul style="list-style-type: none"> ?? Community participation should occur through the committee, but additional community participants can be recruited if desired.
Community Health Status Assessment	<ul style="list-style-type: none"> ??Support Committee and Subcommittee activities. ??Assist with collection and analysis of data, compilation of community health profile, and dissemination/presentation of results to community. 	<ul style="list-style-type: none"> ??Oversee subcommittee activities. ??Identify sources for data. ??Select locally-appropriate indicators ??Provide input into Community Health Profile development 	<ul style="list-style-type: none"> ??Subcommittee, with expertise in data, should oversee the CHSA ??Collect and analyze data ??Compile Community Health Profile ??Present/disseminate results to community 	<ul style="list-style-type: none"> ?? The Community Health Profile should be presented to and disseminated throughout the community ?? Community participation should occur through the committee, but additional community participants may be recruited if desired.
Forces of Change Assessment	<ul style="list-style-type: none"> ??Prepare for and plan brainstorming session(s) ??Ensure facilitation and work with the facilitator in preparing ??Summarize and compile the results of the meetings 	<ul style="list-style-type: none"> ??Entire committee should participate in brainstorming session(s) ??Identify threats and opportunities for each force 	<ul style="list-style-type: none"> None recommended, however, some committees may want to designate a subcommittee to conduct the activities identified for the core support team. 	<ul style="list-style-type: none"> Community participation should occur through the committee, but additional community participants may be recruited if desired.
Identify Strategic Issues	<ul style="list-style-type: none"> ??Prepare compilation of results from four MAPP Assessments. ??Staffs meeting(s) at which strategic issues are identified ??Summarize the results of the meeting(s) 	<ul style="list-style-type: none"> ??Entire committee should participate in meeting(s) at which strategic issues are identified and analyzed. 	<ul style="list-style-type: none"> Small groups can be charged with specific tasks 	<ul style="list-style-type: none"> None recommended

<p>Formulate Goals and Strategies</p>	<p>?Staff meeting(s) ?Prepare information to assist in developing strategies and goals ?Summarize the results of the meeting(s) ?Draft the planning report</p>	<p>?Entire committee should participate in meeting(s) at which strategies and goals are selected and confirmed. ??Oversee development of the planning report and adopt the plan.</p>	<p>None recommended, although if desired, small groups may be formed to discuss each strategic issue in-depth and identify the goals, strategies, and barriers.</p>	<p>Community buy-in of strategies and goals should occur.</p>
<p>The Action Cycle</p>	<p>?Provide support to assure process sustains itself and action occurs. ?Recruit additional participants as needed</p>	<p>?Oversee action planning, implementation, and evaluation. ??Oversee recruitment of additional participants as needed.</p>	<p>?Subcommittee(s) should be formed to oversee implementation and evaluation. ?Small groups may be formed to oversee action plans for each strategy</p>	<p>?Broad community awareness of implementation. ??Community participation in action plan implementation.</p>