

## Participation and Roles Matrix

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, activities should include deliberate 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.

### Organization and Roles by MAPP Phase

MAPP Phase	Organization and Roles in Each Phase			
	Core Support Team	MAPP Committee	Subcommittees	Community
Organize for Success/ Partnership Development	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 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

MAPP Phase	Organization and Roles in Each Phase			
	Core Support Team	MAPP Committee	Subcommittees	Community
Community Themes and Strengths Assessment	Support Committee and Subcommittee activities	Oversee subcommittee activities  Provide recommendations for gaining broad community participation  Participate in activities as needed	Subcommittee to oversee activities is recommended  Identify appropriate activities and plan how to undertake them  Oversee implementation of activities  Compile results	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	Support Committee and Subcommittee activities.	Participate in Essential Services Orientation session  Respond to performance measures instrument  Discuss results/identify challenges and opportunities	Subcommittee may be convened to oversee local public health system assessment (LPHSA)  Prepare for LPHSA activities and ensure effective implementation  Ensure facilitation/recording of all sessions	Community participation should occur through the committee, but additional community participants can be recruited if desired
Community Health Status Assessment	Support Committee and Subcommittee activities  Assist with collection and analysis of data, compilation of community health profile, and dissemination/presentation of results to community	Oversee subcommittee activities  Identify sources for data  Select locally-appropriate indicators  Provide input into Community Health Profile development	Subcommittee, with expertise in data, should oversee the community health status assessment (CHSA)  Collect and analyze data  Compile Community Health Profile  Present/disseminate results to community	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	Prepare for and plan brainstorming session(s)  Ensure facilitation  Summarize and compile the results of the meetings	Entire committee should participate in brainstorming session(s)  Identify threats and opportunities for each force	None recommended, however, some committees may want to designate a subcommittee to conduct the activities identified for the core support team	Community participation should occur through the committee, but additional community participants may be recruited if desired
Identify Strategic Issues	Prepare compilation of results from four MAPP Assessments  Staff meeting(s) at which strategic issues are identified  Summarize the results of the meeting(s)	Entire committee should participate in meeting(s) at which strategic issues are identified and analyzed	Small groups can be charged with specific tasks	None recommended

MAPP Phase	Organization and Roles in Each Phase			
	Core Support Team	MAPP Committee	Subcommittees	Community
Formulate Goals and Strategies	<p>Staff meeting(s)</p> <p>Prepare information to assist in developing strategies and goals</p> <p>Summarize the results of the meeting(s)</p> <p>Draft the planning report</p>	<p>Entire committee should participate in meeting(s) at which strategies and goals are selected and confirmed</p> <p>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>
The Action Cycle	<p>Provide support to assure process sustains itself and action occurs</p> <p>Recruit additional participants as needed</p>	<p>Oversee action planning, implementation, and evaluation</p> <p>Oversee recruitment of additional participants as needed</p>	<p>Subcommittee(s) should be formed to oversee implementation and evaluation</p> <p>Small groups may be formed to oversee action plans for each strategy</p>	<p>Broad community awareness of implementation</p> <p>Community participation in action plan implementation</p>