

Steering Committee Roles and Responsibilities by MAPP Phase

MAPP Phase		Roles	Date to be Completed	Notes
1: Organize for Success		<ul style="list-style-type: none"> • Convene and begin meeting during this phase. • Provide input into who else should be recruited for Steering Committee membership. • Approve plan for MAPP process (as developed and proposed by Core Group). • Identify resources to meet needs. • Provide input on, and ultimately approve, sub-committee membership for upcoming MAPP phases. 	9/17/2015	
2: Visioning		<ul style="list-style-type: none"> • Oversee and participate in the Visioning phase. • Approve a plan for gaining broad community participation and identify community representatives to participate in visioning session(s). 	October 2, 2015	
3: Four MAPP Assessments	Community Health Status Assessment	<p>Aligned with the CAP:</p> <ul style="list-style-type: none"> • Oversee sub-committee activities. • Identify data sources for sub-committee. • Select locally appropriate indicators. • Provide input into Community Health Profile development. 	November-December 2015	Note that much of the CAP can be used for this assessment – need to determine what can be cut or modified from original proposal
	Community Themes and Strengths Assessment	<ul style="list-style-type: none"> • Oversee sub-committee activities. • Provide recommendations for gaining broad community participation in assessment. • Participate in activities as needed. 	December-January 2016	Recommend conducting focus groups and/or a community survey for this assessment
	Forces of Change Assessment	<ul style="list-style-type: none"> • Participate in brainstorming 	December 2015	This can be accomplished during the

		<p>session(s) to identify influential forces.</p> <ul style="list-style-type: none"> Identify opportunities and threats for each force. 		next Steering Committee meeting
	Local Public Health System Assessment (LPHSA)	<ul style="list-style-type: none"> Oversee sub-committee activities. Assist in ensuring broad LPHSA participation in LPHSA. Participate in Essential Services Orientation session. Respond to performance measures instrument. Discuss results and identify challenges and opportunities. 	February-March 2016	
4: Identify Strategic Issues (Start of the Health Improvement Plan)		<ul style="list-style-type: none"> Approve general process for identifying strategic issues. Participate in meeting(s) at which strategic issues are identified and analyzed. 	March-April 2016	
5: Formulate Goals and Strategies		<ul style="list-style-type: none"> Participate in meeting(s) at which strategies and goals are selected and confirmed. Oversee development of the planning report and adopt the plan. Ensure community member review and buy-in of strategic issues. 	May 2016	
6: Action Cycle		<ul style="list-style-type: none"> Oversee action planning, implementation, and evaluation across all strategies. Oversee recruitment of additional participants to assist in plan implementation and evaluation as needed. Secure and/or assist in ensuring resources needed for implementation and evaluation are available. 	Begins June 2016	The Steering Committee will need to determine the frequency of reporting progress and format (e.g., meeting, email, IT system, etc.)

