

6.1 COMMUNITY PARTICIPATION

Policy: Title X clinics must provide an opportunity for participation in the development, implementation, and evaluation of the project by persons broadly representative of all significant elements of the population to be served; and by persons in the community knowledgeable about the community's needs for family planning services (*42 CFR 59.5(b)(10)*). The Information and Education (I&E) Committee may serve the community participation function if it meets the requirements, or a separate group may be identified (see MT TX FP Administrative Manual, Policy 7.1 *Information and Education Committee Policy*).

Procedure:

Title X sub-recipients will provide for community participation through the following:

1. The statewide I&E will serve the community participation function as it meets annually to review materials and decide upon and implement four educational outreach campaigns per year.
2. A community participation survey will be conducted at each Title X sub-recipient site on a yearly basis to gain input from community members; 30 surveys (based on clinic size) must be completed by a broad array of community members. Clinics may post the survey on their website if they would like to collect responses using this venue.
 - a. Questions on the survey will be decided by the statewide I&E. Topics of the survey will vary based on the expressed needs and interests of the I&E members and of local clinics. Local Health Educators will conduct the survey and compile the results.
 - b. The survey will ask a specific question to elicit from the respondents what the pertinent health problems are in their community. Based on the responses, if a health issue arises as an area of concern, the Health Education work plan will be updated to include the development of health promotion strategies to address the health issue.
 - c. The I&E will develop a Survey Results Form. Clinics will be required to document the results of the survey on this form. On the form there will be a place to describe 1-2 activities that the clinic will add to their Health Education work plan. These activities will address the most important issues discovered through the survey, as determined by the clinic. Input and guidance from the I&E and WMHS will be provided as needed.
3. WMHS will include the community participation activities on the yearly work plan and will send the updated work plan to each clinic. The clinics will be responsible for completing these activities by the end of each State fiscal year, ending on June 30th. WMHS and the I&E Committee will ensure that the action steps have been completed during an annual review basis.