

**UTAH DEPARTMENT OF HEALTH
OFFICE OF HEALTH DISPARITIES
POLICY AND PROCEDURES**

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Section: Office of Health Disparities Operations		
Subject: Integrating Community Input into Office Programming		
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A. PURPOSE

The purpose of this policy is to establish procedures that promote positive, sustainable community relationships between the Office and underserved communities.

B. DEFINITIONS

1. Policy - a statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.
2. Procedures - a series of steps followed in regular order to implement and review policy.
3. Staff - all personnel employed by the Office including, but not limited to, the Director, Health Program Specialists, and Interns/Temporary Employees.
4. Partners - individuals and organizations that are formally engaged in collaborative efforts including (but not limited to) grantees/subcontractors, advisory board members, and task force members.
5. Community Advisory Board - a formal convening of Office partners that serves to communicate community needs, barriers, assets, etc. to the Office with the intention of informing Office staff and programming.

C. POLICY AND PROCEDURES

1. Policy
 - a. In its work with diverse and underserved populations, the Office shall consult at least one Community Advisory Board (CAB) to obtain insight and guidance regarding initiatives, projects, and campaigns that are currently and/or will be implemented among diverse target populations.
2. Community Advisory Board format
 - a. A CAB may consist of between three and fifteen individuals who are members of, or intimately affiliated with, the diverse communities to be served.
 - b. CAB members should meet as frequently as is feasible and necessary to provide meaningful feedback to Office staff.

- c. Existing CABs – such as the UDOH Health Disparities Advisory Council and the Birth Outcomes Advisory Board, are intended to serve in advisory roles to enhance program/project planning.

D. CONTINUOUS RENEWAL

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.