



Community Advisory Council Expectations Content Relevant to: All Clinical & Alternative Clinical CAHCs and School Wellness Programs

Minimum Program Requirements (MPR) require grantees to create a Community Advisory Council (CAC). The CAC plays a vital role in community mobilization to make a long-lasting impact on the health center (CAHC) or school wellness program (SWP). The MPR states:

A local community advisory committee shall be established and operated as follows:

- a) A minimum of two meetings per year;
- b) The committee must be representative of the community and include a broad range of stakeholders such as school staff;
- c) One-third of committee members must be parents of school-aged children/youth;
- d) Health care providers shall not represent more than 50% of the committee;
- e) The committee must approve the following policies and the (CAHC or SWP) must develop applicable procedures:
 1. Parental consent policy;
 2. Requests for medical records and release of information that include the role of the non-custodial parent and parents with joint custody;
 3. Confidential services as allowed by state and/or federal law; and
 4. Disclosure by clients or evidence of child physical or sexual abuse, and/or neglect.
- f) Youth input to the committee shall be maintained through either membership on the established advisory committee; a youth advisory committee; or through other formalized mechanisms of youth involvement and input.

The role of the CAC is to function as a partner and part of the leadership team to assist the grantee in the planning, implementation and ongoing operations. Members of the CAC should meet regularly. While the MPR states two meetings a year are required, the planning and implementation process would require more time, input and meetings. Creating a robust CAC has long lasting benefits that stretch beyond the initial development of your program.

Key Suggestions for Parental Input

- One-third of the committee members must be parents of school-aged children/youth. While the roster may have close or exactly one-third of the membership, it is encouraged to invite more parents than what is required, as parent engagement can be challenging in some schools or communities.
- Ensure the parent representatives of the CAC are fulfilling the parent representative role and not multiple roles (as in teacher of the school **and** parent). Document their chosen role in the roster.
- Ensure parents have voice. Create a space for them to be meaningfully engaged. Did they ask questions at meetings? Can you find ways for them to serve as a



subcommittee? Invite them to participate in site visits to other existing program sites. Find a role for them to volunteer outside of the CAC.

Key Suggestions for Youth Input

- Ensure youth have a voice. One of the most important roles they have is to work collaboratively with the CAC and provide consistent feedback.
- If youth are invited to sit on the CAC, ensure they have a safe space for meaningful engagement. Are youth asking questions and participating in discussions around planning? If it is evident the CAC is not a space where youth feel safe to do this, create a separate youth advisory council (YAC) to ensure a safe place for youth voice. Ensure the youth advisory meeting minutes and activities are reported back to the CAC and detailed in the meeting minutes.
- If you develop a YAC, ensure the group is diverse and representative of the community you serve. The ages should reflect the population being served in your program.
- This planning process gives youth a great opportunity to be involved from the ground up. They can assist with marketing, paint colors, furnishing, artwork for walls, health education materials, etc.

Key Suggestions for CAC Structure and Membership

- CAC membership should reflect the racial, ethnic, economic and philosophical diversity of your service area.
- Membership of the CAC should include stakeholders who can open doors to help sustain implementation (e.g. staff from the school building, local school board members, superintendents, funders, elected officials).
- Provide and ensure there are focused agendas and detailed meeting minutes.
- Ensure the CAC roster has names and representation designated.
- Create a sign-in sheet and document attendance in meeting minutes.
- Document the active role and input received from members of the CAC and YAC in the meeting minutes.
- Provide and document the opportunities for members to engage in activities outside of the CAC meetings.
- Invite MDHHS to attend your CAC meeting.

By July 15th, submit the following to your assigned MDHHS Consultant:

- CAC meeting agenda
- CAC meeting minutes, if meeting(s) have occurred by this date
- CAC roster with names and representation clearly designated
- Copies of emails, letters of invitation, articles/public notices, etc. soliciting membership
- Description of planned opportunities/activities to engage members outside of meetings

If you have any questions, please contact your assigned MDHHS Consultant.