



AT THE SOUTHERN NEVADA HEALTH DISTRICT

**SOUTHERN NEVADA COMMUNITY HEALTH CENTER  
POLICY AND PROCEDURE**

<b>DIVISION:</b>	FQHC	<b>NUMBER(s):</b>	CHCA-029
<b>PROGRAM:</b>	Sexual and Reproductive Health Program (SRH)	<b>VERSION:</b>	1.00
<b>TITLE:</b>	Collaborative Planning and Community Engagement	<b>PAGE:</b>	1 of 4
		<b>EFFECTIVE DATE:</b> Click or tap here to enter text.	
<b>DESCRIPTION:</b>	This policy outlines the requirements for collaborative planning community engagement in Title X funded SRH program	<b>ORIGINATION DATE:</b> New	
<b>APPROVED BY:</b>		<b>REPLACES:</b> New	
<b>CHIEF EXECUTIVE OFFICER – FQHC:</b>			
Randy Smith	Date		

**I. PURPOSE**

The purpose of this policy is to describe Southern Nevada Community Health Center’s process for ensuring compliance with the expectation to provide, to the maximum feasible extent, 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 others in the community knowledgeable about the community’s needs for family planning services (42 CFR § 59.5(b)(10))

**II. SCOPE**

Applies to all workforce members involved in the delivery of Sexual and Reproductive Health Program.

**III. POLICY**

Southern Nevada Health District (SNHD)/Southern Nevada Community Health Center (SNCHC) is committed to an inclusive and collaborative approach in the planning, delivery and evaluation of the sexual and reproductive health services. To the maximum feasible extent, the organization will provide opportunities for participation by individuals and groups broadly representative of all significant elements of the population to be served, including those with knowledge of the community’s sexual and reproductive health needs. This ensures that services are relevant, culturally appropriate and responsive to the diverse needs of the community.

#### IV. PROCEDURE

- A. A Community Advisory Committee (CAC) will be formed, comprising of individuals broadly representative of the population to be served, including service users, community leaders, representatives from healthcare, education and social organizations and individuals knowledgeable about the community's family planning needs.
- B. The CAC will meet quarterly to provide input on program planning, identify emerging community needs and offer recommendations for improvement.
- C. A community needs assessment will be conducted at least once every three years to identify family planning needs and gaps in service delivery. The assessment process will include community surveys and focus groups, stakeholders' interviews, review of demographic data and health indicators.
- D. Results of the assessment will inform program development and strategic planning.
- E. Feedback from CAC, surveys and assessments will be reviewed by the Program Director and incorporated into program design, ensuring that services remain client-centered and relevant to community needs.
- F. The Program director will review documentation of community engagement activities, including meetings agendas, minutes, attendance records and feedback collected from community members.
- G. All staff involved in the Title X -SRH Program will receive training during initial hire and annual utilizing the Title X Orientation eLearning course <https://www.rhntc.org/resources/title-x-orientation-program-requirements-title-x-funded-family-planning-projects>.
- H. This policy will be reviewed by staff during initial hire and annually. It will be available through the policy portal in Neogov and onsite in binder at the clinics.

#### V. REFERENCES

Title X Program Handbook, Community Education, Participation, and Engagement #2:

<https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#page=25>

2021 Title X Final Rule 42 CFR § 59.5(b)(10):

<https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59#59.5>

#### VI. DIRECT RELATED INQUIRIES TO

SRH Program Director (FQHC)

## HISTORY TABLE

**Table 1: History**

<b>Version/Section</b>	<b>Effective Date</b>	<b>Change Made</b>
Version 0		First issuance

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