

Sample Letter to Stakeholders

Dear (Name of Person),

I would like to invite you to assist us in a new process to evaluate the capacity of our local public health system to serve the needs of mothers, infants, children, and adolescents in our county (city). The (county/city) Department of Public Health, Maternal Child and Adolescent Health Program (MCAH), is taking the leadership role in conducting this comprehensive assessment. We will explore how our public, private, and non-profit organizations coordinate the delivery of essential public health services. Our assessment, which must be completed by June 30, 2009, will provide information to the California Department of Public Health, MCAH Program, on our strengths and assets as well as gaps and needs related to providing the essential public health services to the communities we serve. You have been identified as a partner within our public health system, providing services to women, children, adolescents, and their families or as a recipient of these services. As a leader/expert, your input is invaluable to us since the success of this process depends on your involvement and that of other stakeholders.

We want to know, from your perspective, how the system can better provide MCAH public health services and how adequately the community's/your needs are being met in these areas. We also want to include input from our stakeholders on what resources they have for providing essential public health services and where our collective resources could result in a better service or product that would be useful to all of us. Also, by participating in this process, you can network with others to learn about health resources in the community that may be of interest to you. There may also be opportunities for collaborating with our MCAH Program in seeking outside funding to provide or enhance important areas where we are lacking necessary resources.

Participating community members such as you will be assessing the capacity of the local MCAH system, which includes public, private, and non-profit agencies in the following areas to:

1. Assess and monitor the health status of the MCAH population to identify and address problems.
2. Diagnose and investigate health problems and health hazards affecting women, children, and youth.
3. Inform and educate the public and families about MCAH issues.
4. Mobilize community partnerships between policymakers, health care providers, families, the general public, and others to identify and solve MCAH problems.
5. Provide leadership for priority setting, planning, and policy

development to support community efforts to assure the health of the women, children, youth, and their families.

6. Promote and enforce legal requirements that protect the health and safety of women, children, and youth, and ensure public accountability for their well-being.
7. Link women, children, and youth to health and other community and family services, and assure access to comprehensive quality systems of care.
8. Assure the capacity and competency of the public health and personal health workforce to effectively and efficiently address MCAH needs.
9. Evaluate the effectiveness, accessibility, and quality of personal health and population-based MCAH services.
10. Support research and demonstrations to gain new insights and innovative solutions to MCAH-related problems.

The meetings will be held at _____. Parking is available at _____. We expect to have about ___ meetings lasting ___ at ___ intervals. Meals/refreshments will be provided.

If you agree to participate, please RSVP to this invitation on or before _____ by calling me at _____ or emailing _____. We will send you additional materials to orient you to the process along with copies of the worksheets that we will use to record your input. After completing the worksheets we will identify Strengths, Weaknesses, Opportunities, and Threats to performing each function. We will then prioritize areas for strengthening or building capacity and identify partners and resources needed.

Please join us in this exciting new process that we hope will result in improved services for our children and families. I thank you in advance and look forward to collaborating with you in this important process.

Sincerely,