|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purpose of Meeting | What is the purpose of this Community Advisory Meeting? | | | | | |
| Meeting Objectives | * A * B * C | | | | | |
| Date / Time | m/dd/yyyy  \_\_\_ - \_\_\_am/pm MST | | In person meeting location: | | | |
| Link to join virtually: | | | |
| Meeting Roles | Facilitator: Name, Organization | | Timekeeper: Name, Organization | | | |
| Notetaker/Recorder: Name, Organization | |  | | | |
| Attendees | * Name, Organization * Name, Organization * Name, Organization * Name, Organization | * Name, Organization * Name, Organization * Name, Organization * Name, Organization | | * Name, Organization * Name, Organization * Name, Organization * Name, Organization | | * Name, Organization * Name, Organization * Name, Organization * Name, Organization |
| [See IV. B. Community Advisory Meetings](https://hcpf.colorado.gov/sites/hcpf/files/Ongoing%20CHNE%20Requirements%20Mar%202022.pdf)  (Regional Accountable Entity (RAE); existing advisory committees such as Regional Accountable Entity (RAE) Program Improvement Advisory Committees (PIACs); Local Public Health Agencies; Mental Health Centers; Community Health Centers, including Federally Qualified Health Centers and rural health centers; Primary Care Medical Providers; Regional Emergency Medical and Trauma Services Advisory Councils (RETACs); Long Term Service and Support (LTSS) providers; consumer advocates/advocacy organizations; health alliances; community organizations addressing social determinants of health; representatives of any stakeholder category that are impacted by, or relevant to, HTP initiatives) | | | | | |
| Motivating Vision | What does the hopeful future look like for your community members when your community advisory team continues to work and grow together to accomplish shared purpose? | | | | | |
| Meeting Norms | * A * B * C | | | | * D * E * F | |
| Resources used and/or referenced in meeting | * Website(s) * News article(s) * Document(s) | | | | | |

| Topic | **Discussion Leader** | **Notes & Decisions Made** | **Action Items**  Who will do What by When |
| --- | --- | --- | --- |
| **Introductions**  **\_ min** | Facilitator | * Consider to what extent attendees already know each other * New attendee introductions |  |
| **Review Today’s Agenda & Roles**  **\_ min** | Facilitator | * Let attendees know who is fulfilling roles in the meeting (facilitator, notetaker, timekeeper, etc.) * If this is not always the same person, ask for volunteer(s) for next meeting * Anything to add to the agenda? |  |
| **Review/Reaffirm Motivating Vision:**  **\_ min** | Facilitator | * What is the significance of the areas of focus in this meeting to the community? * Paint the picture in terms of how lives are impacted, what the nightmare is if community-wide action is not taken, what the hopeful vision of the healthier future is, how quality of life could be affected, how inequities could be reduced, etc. * Is there a success story to share? (Ensure confidentiality is maintained and details are de-identified when applicable!) |  |
| **Review Action Items from last meeting** | Facilitator | * See Action Item table below |  |
| **Interactive Discussion**   * Topic A | Facilitator |  |  |
| **Interactive Discussion**   * Topic B | Facilitator |  |  |
| **Interactive Discussion**   * Topic C | Facilitator |  |  |
| **Next Steps**  **\_ min** | Facilitator | * Next meeting date * List potential agenda items |  |
| **Action Item Review**  **\_ min** | Notetaker | * Review Action Items with WHO and WHEN * Confirm feasibility and agreement |  |
| **Meeting Evaluation**  **\_ min** | Facilitator | * What did we do well together today and should continue to do? * What could we do differently? |  |
| **Parking lot items** (revisit later/don’t lose these thoughts) | | | |
|  |  |  | * When will we check back on this? |

**ACTION ITEMS & Follow-up:**

* Start every meeting by reviewing the status of these action items from previous meetings
* Add new items from action items column in notes above prior to sending notes out to the group
* Keep action items in this table until marked complete
* If item has been in the table for a long time, reprioritize, move to “Parking Lot”, or document that the item is no longer needed and remove from next agenda

| **Action Item Table** | | | |
| --- | --- | --- | --- |
| **WHAT** | **WHO** | **WHEN** | **Status** |
| * (Items carried over from past meetings) |  |  |  |
| * (Items from this meeting from right column in table above) |  |  |  |
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The [Hospital Transformation Program (HTP) Continued Community and Health Neighborhood Engagement (CHNE)](https://hcpf.colorado.gov/sites/hcpf/files/Ongoing%20CHNE%20Requirements%20Mar%202022.pdf) guide (<https://hcpf.colorado.gov/sites/hcpf/files/Ongoing%20CHNE%20Requirements%20Mar%202022.pdf>) was referred to in developing this template.

Diagram

Description automatically generated