

ATTACHMENT 3A MEETING SCHEDULES AND AGENDAS

Note: This meeting schedule is for your consideration; it does NOT have to be followed, “to the letter”

Community Site Visit Community, State

Location and Time To Be Determined

!!!The Evening BEFORE or the Morning of Community Discussion Groups!!!

Purpose

The purpose of the Briefing/Orientation Session is to introduce site visit team members to one another; to review the purpose, learning objectives (add learning objectives as well), expectations, and “rules” of community site visit; and to review the site visit meeting schedule and logistics using the site visit Briefing Packet.

Facilitator

Charles J. Wiltraut, Community Development Specialist

Agenda for Briefing/Orientation

I. Welcome and Introduction

II. Community Development Site Visit Strategy

Using the Briefing Packet, review the purpose, learning objectives, expectations and “rules” of the community site visit. Site visit team members can modify/add learning objectives during this time.

III. Review Meeting Schedule and Discussion

Review and modify meeting schedule, answer questions and share comments, observations

IV. Orientation

Purpose

Community Hosts provide a local description of their community, and give an “insider’s” view to the issues that are currently most important to a community’s health and health system.

The presentation will also cover challenges and ideas/strategies the Community Hosts would like to see tested over the next two days.

**Community Site Visit
Community, State**

Day, Month, Date, Year ~ VARIOUS LOCATIONS ~ 9:00 a.m. to 6:30 p.m.

Facilitator

Charles J. Wiltraut, Community Development Specialist

Agenda for each meeting

- Welcome and Introductions (Host)
- Why we are here and rules
- Describe Community
- Community Health Issues and Challenges
- Resources and History of Collaboration
- Advice
- Follow-up

Time	Location	Who
9:00 a.m. to 10:30 a.m.	Location 1	Leaders Breakfast
10:30 a.m. to 11:00 a.m.	BREAK/Travel & Set-up	
11:00 a.m. to 12:30 p.m.	Location 2	Community Leaders Lunch
12:30 p.m. to 1:00 p.m.	BREAK/Travel & Set-up	
1:00 p.m. to 2:30 p.m.	Location 3	Providers
2:30 p.m. to 3:00 p.m.	BREAK/Travel & Set-up	
3:00 p.m. to 4:30 p.m.	Location 4	Community Leaders
4:30 p.m. to 5:00 p.m.	BREAK/Travel & Set-up	
5:00 p.m. to 6:30 p.m.	Location 5	Citizens/Consumers
6:30 p.m. to 7:00 p.m.	Location 5	Site Visit Team Debriefing Session

**Community Site Visit
Community, State**

**Site Visit Team De-Briefing Session for Day One
Location 5 ~ 6:30 p.m. to 7:00 p.m.**

Purpose

To process the community discussion group information gathered, and identify trends, themes and potential follow-up opportunities.

Facilitator

Charles J. Wiltraut, Community Development Specialist

Agenda

Site Visit Team Observations

- General observations/impressions
- What issues and strategy ideas are emerging that we are hearing in the community discussions?
- How well is the process addressing site visit team expectations?
- What changes need to be made to the process for Day Two meetings?
- Any meeting changes or notes of importance the site visit team should be made aware of?

Adjournment

**Community Site Visit
Community, State**

Day, Month, Date, Year ~ VARIOUS LOCATIONS ~ 9:00 a.m. to 3:15 p.m.

Facilitator

Charles J. Wiltraut, Community Development Specialist

Agenda for each meeting

- Welcome and Introductions (Host)
- Why we are here and rules
- Describe Community
- Community Health Issues and Challenges
- Resources and History of Collaboration
- Advice
- Follow-up

Time	Location	Who
9:00 a.m. to 10:30 a.m.	Location 6	Leaders Breakfast
10:30 a.m. to 11:00 a.m.	BREAK/Travel & Set-up	
11:00 a.m. to 12:30 p.m.	Location 7	Community Leaders Lunch
12:30 p.m. to 1:00 p.m.	BREAK/Travel & Set-up	
1:00 p.m. to 2:30 p.m.	Location 8	Providers
2:30 p.m. to 3:00 p.m.	BREAK/Travel & Set-up	
3:00 p.m. to 4:30 p.m.	Location 9	Community Leaders
4:30 p.m. to 5:00 p.m.	BREAK/Travel & Set-up	
5:00 p.m. to 5:30 p.m.	Location 10	Citizens/Consumers
5:30 p.m. to 6:00 p.m.	Location 10	Site Visit Team Debriefing Session

**Community Site Visit
Community, Missouri**

**Site Visit Team De-Briefing Session for BOTH days
Location 10 ~ 6:30 p.m. to 7:00 p.m.**

Purpose

To process the community discussion group information gathered, and identify trends, themes, potential follow-up opportunities and a time frame for follow-up activities.

Facilitator

Charles J. Wiltraut, Community Development Specialist

Agenda

Project Team Observations

- General observations/impressions
- Reactions to community health center (general; operating principles; process and protocol; programs and services)
- Advice

Follow-up Strategies and Opportunities

- What strategies can be recommended in follow-up to the site visit?
- What is the role of team members, and others in follow-up strategies?
- Time frame for follow-up

How well did this process address project team expectations?

Adjournment