**Instructions**

This template can be distributed in various ways, including:

* Use an online tool such as Survey Monkey and send to meeting participants via email after the meeting.
* Distribute a paper copy onsite and gather feedback immediately after the meeting.
* An electronic copy or a paper copy can be used by the Care Coordinators and/or Administrative Support to obtain consumer feedback via phone call (e.g., during follow-up calls after a meeting for those who have not completed the evaluation, or for those who prefer or need to provide meeting feedback using this method).

Consumer Advisory Board

Consumer Feedback Meeting Evaluation

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| Meeting Date and time:  |  |
| Meeting Topic: |  |
| How did you attend? | In person or virtually (checkboxes) |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Phone: |  |

1. Was the meeting held at:
	* A convenient time (Rate 1-5: 1 being not convenient at all and 5 very convenient)
2. If you attended this meeting in person, please rate how easy it was to get to the meeting location.
	* (Rate 1-5: one being very easy and 5 being very difficult)
3. If you attended online, please rate how easy it was to join the meeting online.
	* (Rate 1-5: one being very easy and 5 being very difficult)
4. If you needed accommodations to attend and participate in this meeting either in person or online:
	* What accommodations did you need?

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* + Were your accommodations needs met to your satisfaction?

(Rate 1-5)

1. How much information did you get before the meeting?
	* All the information
	* Most of the information
	* Some information
	* A little information
	* None
2. Was there enough time to for feedback and discussion? The meeting was:
	* Too long
	* Just right
	* Too short
3. Tell us how easy it was to provide your feedback on the topic during the meeting.
	* Round Robin format made sure I had a turn at giving feedback.
	* It was hard to track the topic for providing feedback.
	* The meeting ran out of time.
	* There were people who spoke all the time and made it hard for me to provide feedback.
	* Other

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1. What did you like best about this meeting? Choose all that apply.
	* Meeting was organized
	* Meeting was facilitated well
	* Sharing experiences with meeting participants
	* I learned something that I will use
	* Food and refreshments
	* Other

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1. How can we make this a better experience for you and your peers?

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1. What topics would you like to see addressed at Consumer Feedback meetings?

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1. The next Consumer Feedback Meeting topic is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How interested are you in participating?

* Interested
* Not interested
* Keep me posted on other Meetings where the topic may be of interest to me