Instructions

Use this document a guide/script in recruiting for Consumer Feedback Meetings. Once meeting planning is complete, enter information into the table. Provide the document with meeting details to interested participants as well as other contacts who may help identify additional meeting attendees.

**Community Partner Consumer Advisory Board Meeting**

Our CP is hosting special consumer feedback meeting sessions to discuss the needs of consumers by bringing together engaged enrollees, families, and caregivers that reflect the diversity of the LTSS CP population.

Once a quarter, a long-term service and support topic is selected, reviewed, and discussed by staff and community members with the goal of coming up with ideas to improve services so the organization can provide the best services possible. **Meeting** **participants should include individuals who have a strong knowledge of and/or experience with a selected topic. The chosen topic will be the only item discussed during the meeting so that CP staff gains a deep knowledge and understanding of generated ideas.**

This quarter’s topic is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key points to discuss include (add subtopics and omit Xs):

* XXXX
* XXXX

|  |  |
| --- | --- |
| **Consumer Feedback Meeting Date** | * Date of meeting |
| **Location** | * Determine if the meeting will be virtual or in-person * If virtual, indicate in this section and add meeting login information here |
| **Accommodation Needs** | * Let potential participants know that accommodations will be made available and Administrative Support Staff needs to know accommodation needs. The information should then be sent to Administrative Support Staff to coordinate |
| **Incentive** | * Indicate the incentive (such as a gift card) that will be given here * If a meal or refreshments will be provided, add in this section (if there is food, ask participants about dietary restrictions) |
| **RSVP** | * Put the email address and phone number of the person who will be collecting RSVP information here |

**(NOTE: When meeting information is available, please omit bullets to add appropriate information)**

We look forward to meeting you and getting your input on how we can provide the best services possible!