

Steps to Coordinate a SAMPLE Agenda (Attachment X)

1. Send a meeting agenda to the point of contact for the meeting well in advance of the actual meeting date.
 - a. Confirmation of meeting topics on the agenda should be confirmed soon after the meeting is initially scheduled. This allows for the practice/provider to clarify meeting topics, the time allotted for the content, and meeting expectations and goals are clear and understood well ahead of the meeting.
 - b. Confirmation that the meeting is still scheduled and in-place for completion can be secured by sending the same agenda to the point of contact one-to-two weeks prior to the meeting. This reminds the practice point of contact/providers/meeting attendees of the topics to be covered, the time expectations, and allows for re-scheduling if needed.
2. Request that the meeting agenda be forwarded to all meeting attendees (if meeting with more than the office point of contact), and add the meeting agenda as an attachment to email correspondence.
3. Virtual and in-person meetings may also benefit from paper copies of the meeting agenda to work from during the actual meeting. For virtually scheduled meetings consider delivery of, or mailing meeting agenda items to the practice ahead of the meeting. This includes printable slides of any presentations scheduled during the meeting time.
4. Although there is likely to be some overlap in how the Site Coordinator approaches each level of engagement, meeting agendas should be tailored as much as possible to meet the needs of the practice in terms of screening implementation and referral understanding.
5. Do not use complicated fonts or facetype for meeting agendas or other printed materials.
6. Do not use distracting colors or patterned backgrounds for meeting agendas or other printed materials.
7. Always include Site Coordinator contact information on the meeting agenda and 1st Five branding on printed materials. Agencies may consider adding their agency logo to printed materials as well to demonstrate the relationship between the Iowa Department of Public Health and the local agencies that provide 1st Five services.