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| *C:\Users\jim.connelly\Desktop\NJHC Mini Logo2 (5).jpg*  **Use this form at every workgroup meeting (in-person/by phone). Send a completed copy via email to** [**catherine.connelly@njhealthmatters.org**](mailto:catherine.connelly@njhealthmatters.org)**. This form will be used to provide updates to the action plan, evaluation metrics, and to update our website.** | | | **Workgroup County/Name/Date** | |
| County/Workgroup: Sussex/Access to Care  Meeting Date: November 16, 2016 | |
| **Sign-in Sheet/Attendees** | | | | |
| Name: |  | Organization: |  | Email (if new group member or new email address): |
| Maureen Cianci |  | NMC – Community Health |  |  |
| Carol DeGraw |  | United Way of Northern New Jersey |  |  |
| Barbara Sanders |  | FCN |  |  |
| Robin Ennis |  | United Way of Northern New Jersey |  |  |
| Christine Florio |  | SC Div of Community & Youth Services |  |  |
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Actions Taken Since Last Meeting: Survey was piloted at Project Community Connect on October 19, 2016. 12 surveys were completed. Introduction script was helpful.

Action/By Who: Maureen Cianci and Robin Ennis

Need to Make Updates to Action Steps (Identify Action Step being **revised** or mark as **NEW**)

**REVISE** script. First question in script will be do you have insurance. If yes, ask are you satisfied with it.

**NEW** – Possible locations for surveys: NJ SEED, Family Promise (12/14/16)

Action/By Who/By When:

1. Need rotating schedule for Workgroup Members to do surveys – Maureen will send to Workgroup when dates are established

2. Look for more opportunities to do surveys – Carol will email all to ask when meeting update is sent to Workgroup

3. Free clinic will survey new patients – Barbara

4. Email Workgroup survey and script – Maureen

5. Invite Helen, Public Health Nurse, to next Workgroup meeting - Christine

Need to Make Updates to Strategies or Metrics

\_\_\_\_ Yes \_\_X\_\_ No If yes, please list updates below:

Need Data, Research or Technical Support

\_\_\_\_\_ Yes \_\_X\_\_ No If yes, please specify need: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Decisions, Notes, Meeting Summary:

Plan on track.

Next Workgroup Meeting (Date, Time, Place): \_\_Access to Care Workgroup will meet from 2:00 to 3:00pm on January 12, 2017, after Sussex Health Coalition meeting. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_