

Sacramento County Health Center  
Patient Majority Board Recruitment Activities List  
May 15, 2018

2018	Recruitment Activities for Patient Majority Board
January 19	<ul style="list-style-type: none"> <li>Requested Co-Applicant Board members solicit for potential patient members.</li> <li>Met with prospective patient member (Adult Primary patient) for CAB overview and completed an Application for Appointment to Sacramento County Boards, Commissions and Committees.</li> </ul>
February 5	<ul style="list-style-type: none"> <li>Created and distributed a Patient Member recruitment flyer to Health Center managers and supervisors via email.</li> </ul>
February 7	<ul style="list-style-type: none"> <li>Created and distributed handouts for patients for the Health Center lobby.</li> <li>Sent recruitment email to key outreach partner at La Familia Counseling Center.</li> </ul>
February 8	<ul style="list-style-type: none"> <li>Discussed and distributed the recruitment flyer at Health Center Management Team Meeting.</li> </ul>
February 9	<ul style="list-style-type: none"> <li>Discussed patient member recruitment with Co-Applicant Board members at monthly meeting.</li> <li>Presented new patient member application (Adult Primary patient) for Board approval.</li> <li>Submitted new patient member application (Adult Primary patient) for ratification.</li> </ul>
February 14	<ul style="list-style-type: none"> <li>Discussed patient member recruitment efforts at Health Center Operations Meeting.</li> </ul>
February 15	<ul style="list-style-type: none"> <li>Discussed and distributed the recruitment flyer at Health Center Management Team Meeting.</li> <li>Contacted prospective patient member inquiry (parent of Pediatric Clinic patient).</li> </ul>
February 21	<ul style="list-style-type: none"> <li>Submitted and confirmed change of current Board member seat from community to patient.</li> </ul>
February 22	<ul style="list-style-type: none"> <li>Discussed ensuring Patient Majority Board compliance and technical assistance recommendations with Marian Ladipo, HRSA Project Officer.</li> </ul>
February 28	<ul style="list-style-type: none"> <li>Consulted with local peer FQHC regarding patient board membership.</li> </ul>
March 2	<ul style="list-style-type: none"> <li>Distributed a Patient Member recruitment flyer to Health Center managers and supervisors via email.</li> </ul>
March 5	<ul style="list-style-type: none"> <li>Met with prospective patient member (parent of Pediatric Clinic patient) for CAB overview and completed an Application for Appointment to Sacramento County Boards, Commissions and Committees.</li> </ul>
March 8	<ul style="list-style-type: none"> <li>Discussed board member recruitment and need for patient members at Health Center Management Team Meeting.</li> </ul>
March 12	<ul style="list-style-type: none"> <li>Discussed prospective patient member (Healthy Partners Program patient) inquiry with key outreach partner at La Familia Counseling Center.</li> </ul>

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March 16	<ul style="list-style-type: none"> <li>Discussed patient member recruitment with Co-Applicant Board members at monthly meeting.</li> <li>Presented new patient member application (parent of Pediatric Clinic patient) for Board approval.</li> </ul>
March 20	<ul style="list-style-type: none"> <li>Discussed and distributed the recruitment flyer at Health Center Provider Leadership Meeting.</li> <li>Contacted prospective patient member (patient of Refugee Health Clinic) to follow-up with his inquiry. He is not eligible for Board membership due to conflict of interest.</li> </ul>
March 22	<ul style="list-style-type: none"> <li>Presented updated Co-Applicant Board Member Recruitment &amp; Retention Policy and Procedure to Management Team for review and approval.</li> <li>Contacted key outreach partner at La Familia Counseling Center to follow-up about prospective patient member (Healthy Partners Program) inquiry. Left voice mail message.</li> <li>Sent recruitment email to community partner at Sacramento Food Bank &amp; Family Services.</li> </ul>
March 23	<ul style="list-style-type: none"> <li>Submitted new patient member (parent of Pediatric Clinic patient) application for ratification.</li> </ul>
March 28	<ul style="list-style-type: none"> <li>Contacted key outreach partner at La Familia Counseling Center to follow-up about prospective patient member (Healthy Partners Program patient) inquiry. Provided next meeting schedule and information.</li> <li>Contacted Health Center Medical Director to follow-up with prospective patient member (Adult Primary patient) referral.</li> <li>Received two prospective patient member (Adult Primary patients) referrals from Health Center contracted physician.</li> </ul>
March 29	<ul style="list-style-type: none"> <li>Contacted first of three prospective patient members (Adult Primary patients) referred by Health Center contracted physician – scheduled a time to call back to discuss Board membership for Monday, April 2, at 12:00 PM.</li> <li>Contacted second of three prospective patient members (Adult Primary patient) referred by Health Center contracted physician – scheduled a CAB overview for Monday, April 2, at 8:00 AM.</li> <li>Contacted third of three prospective patient members (Adult Primary patient) referred by Health Center contracted physician – left a voice mail message.</li> </ul>
April 2	<ul style="list-style-type: none"> <li>Met with prospective patient member (Adult Primary patient) for CAB overview and completed an Application for Appointment to Sacramento County Boards, Commissions and Committees.</li> </ul>
April 4	<ul style="list-style-type: none"> <li>Met with prospective patient member (Adult Primary patient) and provided CAB overview. Though she expressed interest in Board membership, she is currently unavailable to join because her school schedule conflicts with the Board meeting schedule.</li> </ul>

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April 9	<ul style="list-style-type: none"> <li>Received contact information for Patient Majority Board technical assistance resource from Marian Ladipo, HRSA Project Officer.</li> </ul>
April 10	<ul style="list-style-type: none"> <li>Provided recruitment flyer to Health Center Refugee Health Clinic Manager for presentation and distribution at biannual Refugee Forum – Stakeholders Meeting.</li> </ul>
April 11	<ul style="list-style-type: none"> <li>Discussed patient member recruitment efforts at Health Center Operations Meeting.</li> </ul>
April 13	<ul style="list-style-type: none"> <li>Discussed and distributed the recruitment flyer to Health Center Member Services staff.</li> </ul>
April 16	<ul style="list-style-type: none"> <li>Contacted key outreach partner at La Familia Counseling Center to confirm prospective patient member (Healthy Partners Program) attendance at next scheduled CAB meeting.</li> </ul>
April 17	<ul style="list-style-type: none"> <li>Provided recruitment flyer to Health Center Refugee Health Clinic Manager for presentation and distribution at Refugee Quarterly Consultation Meeting.</li> </ul>
April 18	<ul style="list-style-type: none"> <li>Called prospective patient member (Adult Primary patient) referred by Health Center contracted physician and scheduled to meet on Thursday, April 19, at 12:00 pm for more information.</li> </ul>
April 19	<ul style="list-style-type: none"> <li>Met with prospective patient member (Adult Primary patient) for CAB overview and completed an Application for Appointment to Sacramento County Boards, Commissions and Committees.</li> </ul>
April 20	<ul style="list-style-type: none"> <li>Discussed patient member recruitment with Co-Applicant Board members at monthly meeting.</li> <li>Presented updated Co-Applicant Board Member Recruitment &amp; Retention Policy and Procedure to Co-Applicant Board for review and approval.</li> <li>Presented new patient member application (Adult Primary patient) for Board approval.</li> <li>Submitted new patient member (parent of Pediatric Clinic patient) application for ratification.</li> <li>Met prospective patient member (Healthy Partners Program) recommended by key outreach partner at La Familia Counseling Center.</li> </ul>
April 24	<ul style="list-style-type: none"> <li>Contacted key outreach partner at La Familia Counseling Center to schedule a time to meet with prospective patient member (Healthy Partners Program) to provide overview of CAB and Application for Appointment to Sacramento County Boards, Commissions and Committees.</li> </ul>
May 1	<ul style="list-style-type: none"> <li>Distributed the recruitment flyer at Health Center All-Staff meeting.</li> </ul>
May 11	<ul style="list-style-type: none"> <li>Submitted and confirmed change of current Board member seat from community to patient.</li> </ul>
May 29	<ul style="list-style-type: none"> <li>Received patient name and contact number of a patient referral (asked for a recruitment flyer) from Member Services.</li> </ul>

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May 31	<ul style="list-style-type: none"> <li>Attempted to contact patient referral from Member Services. Left detailed voice mail message.</li> </ul>
June 27	<ul style="list-style-type: none"> <li>Attempted to contact previous patient referral from Dr. Teasdale. Left voice mail message.</li> </ul>
August 13	<ul style="list-style-type: none"> <li>Contacted and left voice mail message for prospective member and previous patient referral from Dr. Teasdale. Left voice mail message.</li> </ul>
August 13	<ul style="list-style-type: none"> <li>Contacted and left voice mail message for prospective member and previous patient referral from Dr. Onate. Left voice mail message.</li> </ul>
August 13	<ul style="list-style-type: none"> <li>Attempted a second time to contact recent patient referral from Member Services. Left detailed voice mail message.</li> </ul>
August 13	<ul style="list-style-type: none"> <li>Contacted Board Member, Marielena Ornelas, to follow-up about status with the Board. Left a voice mail message.</li> </ul>
August 17	<ul style="list-style-type: none"> <li>Met prospective community member (Health Center volunteer) recommended by clinic manager of Refugee Health Clinic. Prospective member stated he planned to disenroll from Elica and enroll himself and his family at the Health Center. He would be applicable for patient membership. Application for Appointment to Sacramento County Boards, Commissions and Committees</li> </ul>
September 13	<ul style="list-style-type: none"> <li>Followed up with Member Services about the prospective member who had stated that he planned to enroll at the Health Center last month. Records indicate that he and his family are still enrolled at Elica.</li> </ul>
October 4	<ul style="list-style-type: none"> <li>Discussed CAB patient membership recruitment with Project Director to generate strategies for recruiting new members.</li> </ul>
October 12	<ul style="list-style-type: none"> <li>Sent a follow-up e-mail to prospective patient member (Adult Primary patient) to inform that a seat was still available and inquire if her schedule would accommodate meetings. We met for a CAB overview in April and she expressed interest in Board membership, but was unavailable to join because her school schedule conflicted with the Board meeting schedule.</li> </ul>
November 1	<ul style="list-style-type: none"> <li>Discussed recruitment at Health Center Management Team Meeting.</li> <li>Discussed and distributed the recruitment flyer to all Health Center Providers and managers via email.</li> </ul>
December 5	<ul style="list-style-type: none"> <li>Met prospective consumer member (Adult Primary) recommended by Dr. Onate. Provided CAB overview. Completed Application for Appointment to Sacramento County Boards, Commissions and Committees</li> </ul>
February 5, 2019	<ul style="list-style-type: none"> <li>Received patient name and contact number of a patient referral (expressed interest) from Dr. Robitz' MA in Adult Primary.</li> </ul>
February 13, 2019	<ul style="list-style-type: none"> <li>Contacted and left voice mail message for prospective consumer member and patient referral from Dr. Robitz. Left voice mail message.</li> </ul>