**General Meeting information:**

|  |  |
| --- | --- |
| **Facilitator’s Name** |  |
| **Facilitator’s Email** |  |
| **Note-taker’s Name** |  |
| **Note-taker’s Email** |  |
| **Meeting Date** |  |
| **Meeting Location** |  |
| **Number of Participants** |  |
| **Length of Meeting** | [ ]  **30 minutes** [ ]  **60 minutes** [ ]  **90 minutes** |
| **Who Participated? (check all that apply)**[ ] **Parents** [ ] **Service Providers** [ ] **Philanthropic Organizations** [ ] **Community Leaders** [ ] **Other****Notes:** |
| **Meeting Topic (please submit notes for each topic separately):**[ ]  **Early Intervention** [ ]  **Home Visiting** [ ]  **Preventative Care**[ ]  **Child Care Assistance/Subsidy** [ ]  **Availability of High Quality (I/T) Child Care****Notes:** |

**Please insert the questions from the Toolkit that were asked and the participant responses below (add additional boxes as needed):**

|  |
| --- |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Were there any questions that the group had that need follow up support? |
|  |

**Please indicate the Policy Solution from the Toolkit that the group discussed, the questions asked, and the participant responses below (add additional boxes as needed):**

|  |
| --- |
| Policy Solution: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Policy Solution: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Policy Solution: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Were there any questions that the group had that need follow up support? |
|  |
| What additional policy ideas did the group have? |
|  |

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| --- |
| Do you have any suggestions or feedback that you would like to share with us? |
|  |

**Thank you for your support of Michigan’s Prenatal-to-Three Initiative**

 **your insights and ideas are appreciated!!**

**Please submit your responses at:** [www.ecic4kids.org/p3action](https://www.ecic4kids.org/p3action)