

Veteran Engagement (VE) Panel Meeting Process Steps

CORE Veteran Engagement Staff	Guest Project Team
<u>Before Meeting</u>	<u>Before Meeting*</u>
<ol style="list-style-type: none"> 1. Send intake form to Guest Project Team 2. Facilitate planning meetings to understand Guest’s priorities 3. Create both a tailored VE Panel meeting agenda and background materials to help panel members prepare for discussions 4. Handle all meeting logistics: <ol style="list-style-type: none"> a. Confirm meeting time b. Send agenda and background materials to VE Panel 1 – 2 weeks before meeting c. Send out Webex link and reminder to all attendees prior to meeting 	<ol style="list-style-type: none"> 1. <u>6 weeks before VE Panel meeting</u> <ol style="list-style-type: none"> a. Submit VEP intake form b. Attend 45-minute planning meeting with CORE VE staff 2. <u>2 – 3 weeks before VE Panel meeting</u> <ol style="list-style-type: none"> a. Meet with CORE VE staff to run through meeting, finalize materials, and address any questions <p><i>* Structured preparation for the meeting enables us to facilitate an effective VEP meeting for you.</i></p>
<u>During Meeting</u>	<u>During Meeting</u>
<ol style="list-style-type: none"> 1. Facilitate meeting 2. Take notes on Veteran feedback; copy the “chat” transcript and any poll results 	<ol style="list-style-type: none"> 1. Briefly introduce yourself 2. Respond to clarifying questions 3. Be fully present and interact with the VEP
<u>After Meeting</u>	<u>After Meeting</u>
<ol style="list-style-type: none"> 1. Pay VE Panel member stipends 2. Send meeting summary to Guest Project Team <ol style="list-style-type: none"> a. Notes that summarize feedback b. “Chat” transcript from meeting c. Link to online evaluation form 3. <u>About 6 months after VE Panel meeting</u> <ol style="list-style-type: none"> a. Contact you for a brief call regarding your experience with the VE Panel meeting 	<ol style="list-style-type: none"> 1. Complete an online evaluation* 2. <u>About 6 months after VE Panel meeting</u> Share how you used feedback in your project plans during a brief phone call with VE staff* <p>* Optional.</p>

For more information, visit [Pain/Opioid CORE](#) or contact: Tracy.Sides@va.gov