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Date: 8/12/2013 2:18:47 PM
Subject: Community Outreach Sub-Group Request for Information

Last week, the Community Outreach sub-group met. It was determined that the group would focus on three deliverables:

1. Common Language

2. Pipeline- what happens when a citizen calls and how to direct them when they have questions
3. Simple, broad message- 'What is available in SC'

We formed committees around each deliverable. This particular email is regarding number two. Our first step is to have a blurb of each FFM workgroup stakeholder's message, around which we will formulate a pipeline.

ACTION ITEM: Please submit *no more than one page blurb/document about your organization with the following questions in consideration.* ****This document should include the who, what, when, where and how of your organization.**

- If Joe Public calls to inquire about the service you offer, what would you want the referring party to know about your organization?
- What service/resources will your organization offer to the general public or the subsidy eligible population (FFM users)?

From this information, we will work to develop our pipeline of information and communication for those who might inquire both internally and externally. Because of the time constraints and time the sub-group committee needs to prepare the information for reference at the next large group meeting, I ask that you forward your organization's information to me via email at amaxwell@cchpsc.org, no later than close of business, Friday, August 16th.

Thank you for your prompt attention to this matter. If I have left anyone off of this list, please forward this message.

Anita Maxwell



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