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**Date:** 7/19/2013 2:41:25 PM

**Subject:** FFM Stakeholder Leadership Group

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Dear Group Members,

Thank you very much for your good work at our initial meeting. We had an excellent turnout and I was very pleased with the frank and thoughtful discussions. We were able to establish key goals and identify several issues that need immediate action. To organize our work on this matters and all additional projects, we will create small working groups or Action Committees. Your organization can participate in as many Action Committees as you deem appropriate. We have set some preliminary members for each Action Committee, but we can adjust that as necessary at our next meeting.

As I noted in our first meeting, we plan to create an Internet-based system for communication among the members and for sharing data and documents. To meet that commitment, the South Carolina Association of Health Plans has established an information management system with Box ([www.box.com](http://www.box.com)), a file sharing service you can access at any time, anywhere. Our Group will house files and share information using this site. Action Committees will have dedicated folders so members can keep documents organized.

You will soon receive an email from Box prompting you to join the group. It's easy to sign up. Simply create a user name and password using the link in the email. Once you have logged in, you can create a profile and browse the group folders. This SCAHP account is password protected and intended only for the use of the Group's members.

There are a variety of communication tools in Box that will help us keep the Group's momentum. When you find a few minutes, take a tour of the folder and find the share button, comment features and upload file function. One quick tip for now, when you want to notify a member of a new comment or file, enter the "@" before the person's name, e.g. @Jim Ritchie. Their name should auto populate in the comment box and Box will notify that person they have a comment or document to review. One of the great features of Box is that you can track comments as well as revisions and updates to documents at anytime. This enables all members to follow the progress of the full Group as well as each Action Committee.

Our next meeting for the entire Group will be held in the same room at the same location, 1333 Main Street on August 1, 2013. We will start at 10am and I plan to conclude no later than 12pm. I will post the agenda in the Box before the meeting.

If you have any questions, please let me know. Thanks again for your leadership on this project.

All my best,

Jim

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