










Meeting Title:	NYP/Q DSRIP Communications and Cultural Competency & Health Literacy Committee	Meeting Date:	June 14 ^h 2017
Facilitator(s):	S. Choudhury	Meeting Time:	1:00 PM – 2:00 PM
Location:	NYP Queens 56-45 Main Street; JP Conference Room Call in: 1-877-594-8353; Passcode: 79706143#		

Meeting Purpose:

- To discuss the ongoing efforts to have improved communication with PPS partners
- To discuss best practices and tools for Cultural Competency and Health Literacy

#	Topic	Document	Responsible Person
1.	Welcome & Purpose		S. Choudhury
2.	Minutes from Previous Meeting- <ul style="list-style-type: none"> • 01/24/2017 CC/HL meeting • 03/02/2017 Communications Meeting 	 NYPQ CCHL Meeting Minutes 1.24.17.docx  NYPQ PPS Communication Meeti	S. Choudhury
3.	“Say Ah” Train the Lead- May 3, 2017 “Say Ah!” is a consumer-lead health literacy nonprofit organization that helps people to make good choices about health and their healthcare. “Say Ah!” does this by educating and empowering patients and consumers through health literacy workshops.	 Say Ah! Training for PPS Health Literacy L	S. Choudhury
4.	Health Literacy Toolkit from NC Program on Health Literacy <ul style="list-style-type: none"> • Overview • Quick Start Guide • Available Tools • Complete toolkit • Literacy Assessment Instruments http://nchealthliteracy.org/instruments.html	 Overview.pdf  Quick start guide.pdf  Available tools.pdf  toolkit_w_appendix.pdf	S. Choudhury

5.	<p>Free Health Literacy Workshop- June 20 and June 27</p> <p>“Say Ah!” will be hosting two free health literacy workshops and networking events on Tuesday June 20th and 27th from 5-6:45 pm at the New York Public Library 40 West 20th street in Midtown Manhattan. Please view the Say Ah! Website for useful information and resources.</p> <p>Click on the topics to RSVP for Plain Language Writing (6/20) and Accessible Design (6/27).</p>		S. Choudhury
6.	Cultural Competency NYP Queens Initiative for LGBT population		M. D’urso
7.	<p>5 FAST FACTS Communication tool rollout- June 1, 2017</p> <ul style="list-style-type: none"> Two “5 FAST FACTS” communication emails went out since beginning of June Feedback from some partners 	 Week of June 5 2017-NYP Queens PP  NYP Queens PPS Weekly 5 Fast Facts.1	S. Choudhury/ J. Faison
8.	<p>Other Communication tools:</p> <ul style="list-style-type: none"> PPS Website Updates- every 2 weeks PPS Newsletter Release- pending External Affairs approval for global distribution 		S. Choudhury
9.	Questions & Open Discussion		Team
10.	Adjourn		-

NewYork-Presbyterian Queens PPS

NYP/Q DSRIP – Communications Committee

J.P Conference Room

June 14th, 2017 1:00 PM – 2:00 PM EST

Attendees: J. Faison(NYPQ), S. Choudhury (NYPQ), J. Shutack (NYPQ), J. Lavin (MHPWQ), M. D’Urso (NYPQ), A. Simmons (NYPQ), R. Crupi (NYPQ), Florenda (NYPQ)

Topic	Discussion	Actions
1. Agenda:	<ul style="list-style-type: none"> • Welcome / Purpose of Meeting • Meeting Minutes Approval • “Say Ah” Train the Lead- May 3, 2017 • Health Literacy Tool Kit from NC Program on Health Literacy • Free Health Literacy Workshop- June 20 and June 27 • Cultural Competency NYP Queens Initiative for LGBT Population • 5 Fast Facts Communication Tool Rollout-June 1, 2017 • Other Communication Tools • Questions &Open Discussion 	<ul style="list-style-type: none"> • N/A
2. Meeting minutes: S. Choudhury	<ul style="list-style-type: none"> • Committee reviewed meeting minutes from 1/24/2017 and 3/2/2017. 	<ul style="list-style-type: none"> • Committee voted to unanimously approve the meeting minutes.
3. “Say Ah” Train the Lead: S. Choudhury	<ul style="list-style-type: none"> • “Say Ah!” is a consumer-lead health literacy nonprofit organization that helps people to make good choices about health and their healthcare. • “Say AH!” Train the Lead is scheduled by New York State. This is an opportunity to train PPS partners on health literacy. 	<ul style="list-style-type: none"> • The PMO will notify PPS partners on the free health literacy training program.

Topic	Discussion	Actions
<p>4. Health Literacy Toolkit from NC Program on Health Literacy: S. Choudhury</p>	<ul style="list-style-type: none"> The Program on Health Literacy represents a collaborative effort of the UNC Schools of Medicine as well as community organizations and neighboring universities. The program’s primary goal is to serve as a clearinghouse for materials related to health literacy and patient education that can support research and clinical efforts in this field. 	<ul style="list-style-type: none"> PMO will train partners on the NC Health Literacy toolkit. The PMO will follow up with partners to ensure this metric is met.
<p>5. Free Health Literacy Workshop: S. Choudhury</p>	<ul style="list-style-type: none"> “Say Ah!” will be hosting two free health literacy workshops and networking events. The two trainings will be on Plain Language Writing and Accessible Design. 	<ul style="list-style-type: none"> The PMO will notify PPS partners to attend the free health literacy training on Plain Language Writing and Accessible Design.
<p>6. Cultural Competency: M. D’urso</p>	<ul style="list-style-type: none"> Cultural Competency NYP Queens Initiative for LGBT population NYP Queens trained physicians on medical literacy and how to communicate with patients from the LGBT community. The purpose of this initiative was to educate physicians on the proper protocols when treating a patient from the LGBT community. 	<ul style="list-style-type: none"> The PMO will use this initiative and train PPS physicians.

Topic	Discussion	Actions
<p>7. 5 Fast Facts Communicati on tool rollout: S. Choudhury/ J. Faison</p>	<ul style="list-style-type: none"> • Two “5 FAST FACTS” communication emails went out since beginning of June • Weekly updates between the PMO and the PPS partners. This includes: upcoming events, trainings, and important deliverables. • The PMO office received great feedback from our PPS partners on the weekly 5 Fast Facts. Partners like receiving updates so that they are aware of what’s going on in the PMO. 	<ul style="list-style-type: none"> • N/A
<p>8. Other Communicati on tools: S. Choudhury</p>	<ul style="list-style-type: none"> • PPS Website Updates- every 2 weeks • The PMO submits bi-weekly updates to Beth Granger to update the DSRIP website. This includes: meeting agendas, meeting minutes, and upcoming events. • PPS Newsletter Release- pending External Affairs approval for global distribution 	<ul style="list-style-type: none"> • Jackie Shutack will follow up on the approval for global distribution.
<p>9. Question & open Discussion</p>	<ul style="list-style-type: none"> • NYP Queens DSRIP Town Hall November 16th from 4:00-5:00 PM 	