

Attachment D: Follow-up Recruitment Calls

Demonstration of Health Literacy Universal Precautions Toolkit Agenda for Follow-up Recruitment Calls

- I. Welcome and Introductions
- II. Review of Project Objectives and Timeline
- III. Review of Project Team Responsibilities
 - a. Provide Orientation and Training Related to the Project and Toolkit
 - b. Conduct Check-in Calls with Practices to Ensure Progress and Address Questions
 - c. Provide Technical Assistance As Needed
 - d. Receive and Analyze Study Data
 - e. Revise Toolkit
 - f. Disseminate Results
- IV. Review of Participating Practice Responsibilities
 - a. Identify Staff Members to Fill Specific Project Roles
 - i. Project Director, Project Coordinator, Health Literacy Team (and Team Leader)
 - b. Participation in Webinar/Orientation
 - c. Toolkit Implementation (Tools 1 and 2, Two Selected Tools)
 - d. Collection of Pre- and Post-Implementation Data
 - i. Review of Data Collection Activities and the Practice's Role
 - e. Pre- and Post-Implementation Site Visits
 - f. Communication of Technical Assistance Needs
- V. Overview of Benefits of Project Participation
 - a. Improved Understanding of Health Literacy and Approaches to Supporting Patients
 - b. Input will Inform Improvement of Toolkit
 - c. Financial Compensation of Practices (\$3000)
- VI. Questions and Practice Concerns
- VII. Discussion of Practice's Continuing Interest in Participating

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