

Check Done	Checklist for Step Two-Prepare for PP Inclusion (supporting documents are italicized with live links)
	Read the content pages of Step Two
	Download Tools for Step Two
	Conduct Needs Assessments of your IBH-PC Initiative team members to identify their desired requirements of the IBH-PC PP
	Revise to reflect your team needs: The IBH-PC Patient Partner document
	Share your revised: <i>The IBH-PC Patient Partner</i> document with those who will assist your search
	Revise: the PP Welcome Package - Terms of Agreement to reflect your team's PP desired requirements
	Choose a path for your Engagement approach
	Set completion dates for all activities in: Timeline of PP Engagement Activities Worksheet
	Revise <i>Request for Your Assistance messages</i> to reflect timeline dates and changes
	Share your revised <i>Requests for Assistance with PP Identification</i> with practice members or leader of Patient Advisory Panel with your attached <i>The IBH-PC Patient Partner</i>
	Share your finalized <i>PP Welcome Package</i> materials with those who will assist with PP Identification
	Collect all names and details of PP recommendations from those assisting with PP Identification
	Enter all PP names and details in the IBH-PC PP Candidate Information Spreadsheet - include your own specifics
	Pause to celebrate and send thanks to those practice members who have helped you get this far on your PP journey! Smile, breathe deeply and acknowledge your own courage, compassion and brilliance.