**Directions** – After reviewing draft Learning Session materials (agenda, learning objectives), please check off items below to indicate that the following objectives have been met in regards to content & design:

\_\_\_ Title and overall theme of Learning Session is clearly aligned with overall framework and major focus areas of the PCMH/HH Learning Collaborative.

\_\_\_Titles of Learning Session and all breakout sessions are engaging, compelling, and clearly communicate the intent of the session.

\_\_\_Agenda includes and highlights specific “best practices”, examples, tools, etc from PCMH/HH practices (in Maine or nationally).

\_\_\_ The topic areas are clearly aligned to specific areas of focus based on practice requests

\_\_\_Session format includes at least two or more opportunities for interactive learning - e.g. small group/roundtable discussions, fishbowl discussions, hands-on skill building, etc

\_\_\_Session format includes structured networking opportunities.

\_\_\_Session format includes sufficient breaks and/or other methods that allow for opportunities for participants to reflect on and digest program content.

\_\_\_Agenda includes at least one opportunity for teams to create specific action plan for improvement.

\_\_\_Agenda includes learning opportunities – i.e. “advanced content” - for Tier 3 practices, and clearly labels these as such (e.g. “301” content).

\_\_\_Agenda includes learning opportunities for Tier 2 practices.

\_\_\_ Agenda includes learning opportunities for new/Tier 1 Health Home practices (i.e. practices that have been involved with the Learning Collaborative for less than 2 years).

\_\_\_Agenda includes learning opportunities for all members of the primary care team (providers, front office staff, medical assistants, nurses, practice administrators, case/care managers, behavioral health clinicians, pharmacists).

\_\_\_Agenda includes patient voice – e.g. features patient as intro speaker, in video clip, etc.

­­­\_\_\_Agenda includes opportunities to highlight successes, best practices, challenges, and strategies from practices within each major geographic region of the state

\_\_\_Agenda includes learning opportunity for patient partners/advisors.

\_\_\_Agenda includes learning opportunity for partner organizations/groups, as appropriate (e.g.,

 Community Care Teams, Behavioral Health Home Organizations if invited to the Learning Session).

\_\_\_Any additional opportunities for the keynote presenter to participate in the Learning Session have been explored, reviewed, and presented (e.g., opportunity for keynote to lead a breakout session following his/her keynote address, opportunity for keynote to lead lunch discussion, Q & A)