**SAMPLE GRID FOR TRACKING INCREASED ENGAGEMENT WITH KEY SYSTEMS LEADERS AND POLICYMAKERS**

*This form is designed to be used at baseline and periodically over the course of the year (e.g., monthly or quarterly)*

Today’s date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please List your Targeted Systems Leaders or Policymakers**  **(names of individuals, organizations, or agencies) in the column below.** | | **Type and Date of Initial Contact (e.g., email, letter, phone call, etc.)** | **Type and Date of Response** | **Next Type and Date of Contact** | **Type and Date of Response**  **(insert additional columns to accommodate more than 2 contacts)** | **Results: Include any agreements/ commitments that will forward the work of the coalition** | **Comments** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |