**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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**  |
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