

## HCAO Follow-up Summary

The complete information on how to follow up can be found at [hcao.org](http://hcao.org) in **Take Action** section under *Follow-up Kit*. Nevertheless, this summary and the *HCAO Follow-up Guide* will help you evaluate the follow-up steps if supporters signed any of the following instruments: *Sign-in Sheet*, *Statement of Support*, *Photo Petition Release Questionnaire* or other form as well as when you are calling from a spreadsheet.

1. If, on any instrument, the person indicates he/she wants more information, send as soon as possible an email attaching the *HCAO Brochure*, *Summary of Michael Dembrow's HB2922*, and 3 HCAO Brochure Inserts: *About HCAO*, *HCAO's position on the ACA*, and a *Health Care Reform Primer*. Use the *HCAO Email Text for Request for Information*.
2. If any person filled out the *HCAO Involvement Opportunity Form*, all you need to do is call to thank him/her for attending the event and for getting involved. If you know of an upcoming event, invite the person. If the person is interested in joining a State Committee or local group and doesn't live in your area, have him/her call Ross Lampert, the HCAO organizer, at 503-206-6709; otherwise, invite him/her to your group. You don't need to use the Combined Check-in Call & Interview Form.
3. If, on any instrument, the person indicates an interest in volunteering or becoming involved (but didn't fill out the *Involvement Opportunity Form*), you know that you will be doing a volunteer interview. You will use the *Combined Check-in & Opportunities to Participate form*, *Combined Follow-up Call Script*, and, if necessary, the *HCAO Email Text for Volunteer Interview Call*. Send the email to anyone who didn't give a phone number.
4. If the person does not indicate any desire to volunteer or get involved on any of the 4 instruments or the spreadsheet you are calling from, follow the procedures for a check-in call. You will use the *Combined Call-in & Opportunities to Participate Form*, *Combined Follow-up Call Script* and, if necessary, the *HCAO Email Text for Check-in Call*.

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