Hello,

Thank you all for being part of the team room review! The June 2023 report will be available to proof starting**after 1 p.m. on Friday, May 19 and running through Thursday, May 25th** but please make a calendar appointment in the**team room (you’ll see it in Gmail)**to reserve time to proof. It's important for version control for everyone to work from the same document, so more than one person should not be proofing at the same time. Please **lock** the document when you edit and **unlock** when you are done to prevent overlap.

The formatted version of the report is a PDF, so you'll need to have at least Adobe Reader to edit this document.

**Here is the list of reviewers (for these elements, allot yourself an hour or so):**

1. Executive summary:**Melanie**
2. Acknowledgements: **All chapter authors**
3. Transmittal letter: **Melanie**
4. Commissioner and staff lists and bios: **Martha**
5. Table of Contents: **Melinda**
6. Key points/book overall: **Caroline**

**Chapter reviewers: (allot yourself at least two hours).**

1. Chapter 1: DSH: **Drew**
2. Chapter 2: Duals**: Audrey**
3. Chapter 3: Justice Involved: **Linn**
4. Chapter 4: HCBS: **Gabby**

Please open the copy that will be available **after 1 p.m.** on Friday, May 19 in the [June 2023 team room edits folder](https://macpacgov.box.com/s/5ym3x5d24gnuap53fsnz68wurjrdozlh) and lock it for editing. Please do not download the document, edit, and upload a new copy or scan the report and make your edits in longhand.

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Questions? I’ll do my best to answer!

Many, many thanks in advance.