Hello,

Thank you all for being part of the team room review! The March 2023 report will be available to proof starting**in the morning of Tuesday, February 21 and running through 3 p.m. on Friday, February 24,**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: **Drew**
2. Acknowledgements: **All chapter authors**
3. Transmittal letter: **Melanie**
4. Commissioner and staff lists and bios: **Gabby**
5. Table of Contents: **Gabby**
6. Key points/book overall: **Caroline**

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

1. Chapter 1: Race and Ethnicity: Ava
2. Chapter 2: Nursing facility payment: Tamara
3. Chapter 3: Drugs: Amy
4. Chapter 4: DSH: Audrey

Please open the copy that will be available on 2/21 in the [March 2023 Team Room edits folder](https://macpacgov.box.com/s/qaonyrlzm6qcaed77s5bnhgi64at83c6)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.

**A few reviewing Dos/Don’ts and tips**:

* Please identify style and data errors or typos, **but no wordsmithing**. I cannot stress this enough, because every change we make at this point is a chance to inadvertently introduce an error. However, if you think you’ve caught a factual error, please note it either in a comment bubble, or using the cross-out option which will also allow you to add your change.
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* Make your edits using the comment tool. Please don't use the editing tool.
* Do not phrase edits as a question.

The detailed set of [reviewers’ guidelines](https://macpacgov.app.box.com/file/451026517787) is in Box <https://macpacgov.box.com/s/yaf223xcy0g9x8n4chbmju7ktw3s6h6f>. The style guide is [here](https://macpacgov.box.com/s/jvh62zfttke8x8j2qkvqiyjkknlfibf9).

Questions? I’ll do my best to answer!

Many, many thanks in advance.