Hello,

Thank you all for being part of the team room review! The June 2024 report will be available to proof starting**on Tuesday, May 21 and running through Friday, May 24th** 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 please see**
3. Transmittal letter: **Melanie**
4. Commissioner bios: **Allison**
5. Staff bios: **Melissa**
6. Table of Contents: **Melanie**
7. Key points/book overall: **Caroline**

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

1. Chapter 1: Improving the transparency of Medicaid and CHIP financing: **Emma**
2. Chapter 2: SMACs: **Gabby**
3. Chapter 3: MSPs: **Brian**
4. Chapter 4: Demographic data collection: **Ava**

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Questions? I’ll do my best to answer!

Many, many thanks in advance.