Appendix C: ACECAT Notetaking Template

**Purpose:** This supplemental notetaking sheet is an optional handout that you and your team can utilize to capture any additional comments, questions, or takeaways that arise during the completion of the tool.

**Instructions:** Please note the date that you completed the tool and the names of the agency staff members who contributed to the completion of the tool. As you and your team complete the tool, please use the blank column to elaborate on the conversations you and your team had as you completed each section. You may use the italicized questions in the left-side column to help guide notetaking and discussion among your team. Once you and your team have finished the tool, feel free to use the Decisions & Action Items section to develop the next steps for integrating any main takeaways into your work.

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| **Date of Tool Completion** |  |
| **Names of agency staff involved in completing the tool** |  |

**Tool Notes:**

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| **Section I: Background**  *What steps did you take to complete the background section (e.g., who did you tap or collaborate with)?*  *Are there any external partners that could help you address ACEs?*  *Are there other risk and/or protective factors that your work addresses?*  *Were there any particularly challenging questions?*  *Were there any questions that you are still unsure about?*  *What are some takeaways from this section?* |  |
| **Section II: Infrastructure Capacity**  *What steps did you take to complete the infrastructure section (e.g., who did you tap or collaborate with)?*  *Were there any partnerships, funding, and/or data sources not mentioned in the tool that you would like to make a note of?*  *How can you utilize data to address ACEs prevention?*  *What are some actionable steps you can take to increase collaboration at the leadership level? At a programmatic level?*  *Are there any other challenges that your team faces when addressing ACEs prevention?*  *Were there any particularly challenging questions?*  *Were there any questions that you are still unsure about?*  *What are some takeaways from this section?* |  |
| **Section III: Topical Capacity**  *What steps did you take to complete the topical capacity section (e.g., who did you tap or collaborate with)?*  *What actions could you take to address the capacity to implement ACEs prevention at each level of intervention?*  *What are some ways to better address health disparities in populations disproportionately affected by ACEs?*  *Were there any particularly challenging questions?*  *Were there any questions that you are still unsure about?*  *What are some takeaways from this section?* |  |

**Decisions & Action Items**

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| *What are some takeaways you have after completing this tool?*  *What highlights emerged?*  *Were there any surprises in your conversations as a team?*  *What are some actionable next steps you can take to collaborate across the department and engage with external partners?*  *How can you allocate funding to help address ACEs prevention?* |  |