



Guide for VAAC Liaisons to the State Veterans Homes



- 1) Contact the Superintendent of the Veterans Home you are assigned to. Ensure you are on the invitation list for Resident Council Meetings.
- 2) Attend the Resident Council Meetings you are available for, but at least one per quarter.
 - Quarter 1: January – March
 - Quarter 2: April – June
 - Quarter 3: July – September
 - Quarter 3: October – December
- 3) Be prepared to share information or news from the VAAC with Resident Council Members.
- 4) Ask the Resident Council Members whether there is information they would like you to convey to the VAAC Chair and WDVA Director.
- 5) Take notes and provide a copy to WDVA for distribution to the VAAC Chair and WDVA Director. Do not include resident names, initials only please.

Resident Council Meeting Notes for VAAC Liaisons

Name of Veterans Home: _____

Meeting Date: _____

Name of VAAC Liaison: _____

Summary of Issues Discussed to bring back to the VAAC Chair and WDVA Director:

Summary of VAAC Issue to share with the Resident Council members:

- (Examples: discussion of topics covered at last meeting, discussion of audience questions at last meeting, other statewide information to share.)

Please send a copy of this document to:

lisan@dva.wa.gov

or

Fax: 360-586-4393

or

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