

Community Mental Health Affiliation of Mid-Michigan

**Workgroup Charge Form**

*This "charge" form is completed by the sponsoring body (the body that has the authority to give the workgroup the charge) and provided, via discussion and in writing, to the workgroup and / or workgroup facilitator prior to the initiation of their work.*

- Name of workgroup: Improving Practices Leadership Team
- Sponsors: CMHAMM Executive Advisory Committee
- Advisor to the workgroup: Toby Bayless (clarifies intent of sponsor)
- Date charge was given to the workgroup: January 21, 2010
- Issue(s) being addressed by workgroup: Uniform use of the LOCUS© Affiliation-wide
- Role of group (can be any one or a combination of the following):  
 Make recommendations to the sponsor relative to changes to be made  
 Implement changes as determined by the group (subject to reporting and approval requirements set by sponsor)  
 Monitor implementation
- Description of the end product expected of the group:  
 Written report of IPLT's recommendation regarding a minimum set of standards on how the LOCUS© will (and will not be) be used Affiliation-wide
- Format of end product (i.e., written plan, report, redesigned process, etc):  
 Report with recommendation of standards.
- Workgroup calendar:

Date	Event	To whom is it reported?	Purpose of Report	
			Status	Approval
01/2010	Charge-related meetings begin work	DAO	X	
03/2010	IPLT to develop standards for use of LOCUS Affiliation-wide	IPLT		X
04/2010	Report presented w/recommendations	CMHAMM Executive Advisory Committee		X

- Scope of project:  
 Workgroup to explore current practices internally and externally and develop a set of standard practices for LOCUS© utilization Affiliation-wide that includes the ability to determine level of care and does not involve screening based on ability to pay, insurance, or any other non-clinical consideration.

11. Facilitator of the workgroup (specification in charge is optional):  
Cindy Ingersoll to chair sub-group of IPLT for this charge.
12. Stakeholders for this effort:  
Stakeholders include, at a minimum:  
 those who will have to abide by or use the product of the group  
 those who will be responsible for implementing the product of the group
13. Group size (optional):  
Number of workgroup members should be no greater than:  
To be determined by IPLT sub-group. Membership may vary.
14. Method by which members will be selected: (choose one or more of the following)  
*Note: Involvement in a workgroup is contingent upon approval by the potential member's supervisor.*  
IPLT Members may volunteer to serve in this sub-group. Each affiliate shall have the opportunity to select at least one representative from their CMH and may choose to appoint several. It should be noted that each affiliate has but one voice during the decision-making process, regardless of the number of representatives (from their CMH) serving in the workgroup and/or sub-group.

Specific members are identified by sponsor, drawn from the stakeholder groups listed above.  
Members to be selected by workgroup facilitator, drawn from the stakeholder groups listed above.  
Stakeholder groups select their representatives.

Name of member	Stakeholder group being represented	Manager / leader of stakeholder group
Cindy Ingersoll	Newaygo	Chair
Rob Davis	CEI	
Mike Hetzman	Gratiot	
Julie Dowling	Ionia	
Cheryl Kobernik	Manistee-Benzie	
Pamela Stants	CEI	
Richard Coelho	CEI	

15. Substitutes for workgroup members:  
Substitutes will be allowed to attend in the place of an absent member; if the substitute represents the same stakeholder group as the representative- this should be the **usual** option for a workgroup. Substitutes will not be allowed to attend in the place of an absent member (given the need for consistency in representation)- this restriction should be **rarely applied** by a sponsor.
16. Roles and Responsibilities of key parties to workgroup effort: See Section B of this form.
17. Financial or other resource limits (specification in charge is optional)  
Product should require **one-time** expenditures no greater than \$ 200 \_\_\_\_\_  
Product should require **on-going** expenditures no greater than \$ 200 \_\_\_\_\_ per year.  
To be proposed by group.  
Other resource limits:

18. Limits to change in practice, procedure, or policy that can be recommended or implemented by group:  
IPLT and it's subgroups are limited to recommending changes in practice, procedure, or policy and not authorized to implement any of their recommendations without prior approval from the CMHAMM Executive Advisory Committee.
  
19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.):  
To be determined by workgroup.