

Community Mental Health Affiliation of Mid-Michigan

**Workgroup Charge Form**

**IS – 7/28/2010**

*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.*

1. Name of workgroup: Video Conferencing
2. Sponsors: CMHAMM Executive Advisory Committee and the CMHAMM Steering Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of sponsor)
4. Date charge was given to the workgroup: 7/28/2010
5. Issue(s) being addressed by workgroup: Current video conferencing capabilities do not meet the need of the Affiliation. Specifically:
  - Some CMH’s may not have a fast enough connection
  - Some CMH’s connect directly whereas others use the Internet
  - Capacity is not always adequate to set up a video conferencing “bridge”
  - needs for tele-psychiatry are expanding
6. Role of group (can be any one or a combination of the following):
  - X Make recommendations to the sponsor relative to changes to be made
  - X Implement changes as determined by the group (subject to reporting and approval requirements set by sponsor)
  - X Monitor implementation
7. Description of the end product expected of the group:
  1. A review of affiliation current and future video conferencing needs, a gap analysis describing issues with current video capability. This review shall also include video needs not associated with affiliation membership (i.e., Provider CMH needs) such as tele-medicine.
  2. A recommended solution to meet the gaps identified in step #1, along with approximate up front and ongoing costs. This shall include an approximate break-down of Affiliation costs vs. Provider costs.
8. Format of end product (i.e., written plan, report, redesigned process, etc):
 

Initial product will be a written report as described above. If approved by Steering Committee and funded, a new charge will be created to handle purchase and implementation.
9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval
12/1/2010	Report explained above. Does not include acquisition or implementation of new equipment.	CEO Group		X


10. Scope of project: All 5 Affiliates. All users of video conferencing equipment.

11. Facilitator of the workgroup (specification in charge is optional):

12. Stakeholders for this effort: 5 Affiliates.

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:

14. Method by which members will be selected: (chose one or more of the following)

*Note: Involvement in a workgroup is contingent upon approval by the potential member's supervisor.*

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
Joe Balberde	Newaygo CMH	
Scott Overfield	Gratiot and Ionia CMH's	
Fred Feiger	Manistee-Benzie CMH	
Jamie Maddalena	Manistee-Benzie CMH	
Lori Richardson	Ionia CMH	
Jason Mitchell	CEI CMH	
Melissa Grammatico	CEI CMH	
Chuck Dougherty	CEI CMH	

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 \$\_0\_\_\_\_\_

Product should require **on-going** expenditures no greater than \$\_\_\_\_\_ 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: **None**
19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.) **Research, experience, possible vendor consultation.**

Revised: 03/05/09