

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.

1. Name of workgroup: Improving Practices Leadership Team
2. Sponsors: CMHAMM Executive Advisory Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of sponsor)
4. Date charge was given to the workgroup: October 15, 2009
5. Issue(s) being addressed by workgroup: Selection of a uniform Affiliation-wide Adult MI Assessment Tool
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
 Implement changes as determined by the group (subject to reporting and approval requirements set by sponsor)
 Monitor implementation
7. Description of the end product expected of the group:
 Written report of IPLT’s recommendation for a uniform Affiliation-wide Adult MI Assessment Tool
8. Format of end product (i.e., written plan, report, redesigned process, etc):
 Report with recommendation of tool(s) selected for implementation.
9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval
11/2009	Charge-related meetings begin work	DAO	X	
01/2010	IPLT to select assessment tool for recommendation to sponsors	IPLT		X
02/2010	Report presented w/recommendations	CMHAMM Executive Advisory Committee		X

10. Scope of project:
 Workgroup to explore all Adult MI assessment tools that are appropriate for uniform implementation in an affiliation-style CMH group

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:
 - X those who will have to abide by or use the product of the group
 - X 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: (chose 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 with 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.