

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: CMHAMM Compliance Committee
2. Sponsors: CMHAMM Executive Advisory Committee and the Director of Affiliation Operations
3. Advisor to the workgroup: Toby Bayless (clarifies intent of sponsor)
4. Date charge was given to the workgroup: 03/12/2010
5. Issue(s) being addressed by workgroup: To address Goal #1 of Section 1 in CMHAMM’s 2009 ARR, the CMHAMM Compliance Committee will be charged with ensuring that CMHAMM stakeholders have the opportunity to review, and provide feedback on, CMHAMM policy and procedures as part of the decision making process for policy and procedure development.
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:
 

Annual summary report of: efforts to communicate CMHAMM policy and procedures to local stakeholders affiliation-wide and, when applicable, efforts to relay stakeholder concerns to the Director of Affiliation Operations (for consideration of policy/procedure adjustments).
8. Format of end product (i.e., written plan, report, redesigned process, etc):
 

Verbal report from each affiliate Compliance Officer regarding their efforts locally, captured in CMHAMM Compliance Committee Meeting Minutes (annually and as feedback from stakeholders is provided). At a minimum, this report will include: the status of stakeholders contacted (i.e. consumer, advocate, provider, etc.), the number of stakeholders contacted, the venue in which contacts were made, and the method by which the information was conveyed (i.e. meetings, email, postings, brochures, etc.).
9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval
03/12/2010	Charge reviewed with DAO	Captured in meeting minutes	X	
09/2010	Progress reviewed with DAO	Captured in meeting minutes	X	
03/2011	Verbal report of efforts/feedback	Captured in meeting minutes and provided to DAO and CMHAMM Executive Committee for review	X	

10. Scope of project:  
CMHAMM Compliance Officers will ensure that CMHAMM policy and procedures are shared with their local stakeholders and that feedback is relayed to the PIHP via the CMHAMM Compliance Committee Meeting. Compliance Officers may use venues and methods to reach out to their local stakeholders that are consistent with current practices or approved by their CEO.
11. Facilitator of the workgroup (specification in charge is optional):  
Kim Zimmerman
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:
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.

Name of member	Stakeholder group being represented	Manager / leader of stakeholder group
CEI Compliance Officer	CEI CMH	CEI CEO
Manistee-Benzie Compliance Officer	Manistee-Benzie CMH	Manistee-Benzie CEO
Ionia Compliance Officer	Ionia CMH	Ionia CEO
Gratiot Compliance Officer	Gratiot CMH	Gratiot CEO
Newaygo Compliance Officer	Newaygo CMH	Newaygo CEO
CMHAMM Compliance Administrator	CMHAMM	CMHAMM DAO

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.
16. Roles and Responsibilities of key parties to workgroup effort:  
In collaboration with the workgroup facilitator and CMHAMM Executive Committee, the DAO will ensure that the workgroup's efforts and products are in line with the intent of the workgroup charge and that all parties receive clear communication about the workgroup's progress.
17. Financial or other resource limits (specification in charge is optional)  
Product should require **one-time** expenditures no greater than \$0.00  
Product should require **on-going** expenditures no greater than \$0.00 per year.

18. Limits to change in practice, procedure, or policy that can be recommended or implemented by group:  
Requires approval of the Director of Affiliation Operations.
19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.)  
To be determined by the workgroup.