

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 and the CMHAMM Steering Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of sponsor)
4. Date charge was given to the workgroup: June 03, 2009 (Revised March 18, 2010)
5. Issue(s) being addressed by workgroup: On-going IPLT responsibilities
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 Develop sub-group structure and define reporting requirements
  - X Monitor implementation
7. Description of the end product expected of the group:
  - A) Info sharing about trainings and current practices
  - B) Review inventory of existing practices within the affiliation and consider the practicality of implementing best practice(s) affiliation-wide & report recommendations to Sponsors.
  - C) Ensure consumer rep involvement
  - D) As requested by the DAO, review/discuss significant variance between CMHAMM data and MDCH expectations, with regard to clinical: utilization, cost, and outcomes data. Make recommendations to Sponsors to address variance (as needed).
  - E) Review/discuss significant variance between CMHAMM affiliates, with regard to (clinical): utilization, cost, and outcomes data. Make recommendations to Steering Committee to address variance (as needed).
  - F) Develop and review CMHAMM clinical policy and procedures (as requested by DAO).
  - G) Monitor CMHAMM's compliance with the 2009 Application for Renewal and Recommitment (ARR) to maintain 12 EBPs, Best Practices, and Promising Practices for children will be available within the PIHP's region (includes aggregated count of same practices implemented by different affiliate CMH's) – added to charge March 12, 2010.
8. Format of end product (i.e., written plan, report, redesigned process, etc): Written report
9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval
TBD	Report to Steering Committee	Sponsors	X	

10. Scope of project:  
 Workgroup may use clinical and administrative resources at its disposal – including, at a minimum, MDCH requirements and CMHAMM policy, procedures, and guidelines. Access to resources resulting in costs beyond those associated with conducting monthly workgroup meetings, requires prior approval of the Sponsor.

11. Facilitator of the workgroup (specification in charge is optional):  
 Meeting facilitator rotates by affiliate.

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  
 those who authorize the use of funds to support this project

13. Group size (optional):  
 Number of workgroup members should be no greater than:

14. Method by which members will be selected:  
 Consistent with CMHAMM policy, CMHAMM Workgroup membership is appointed by their respective CEO's. Other staff from each CMHSP may attend workgroup meetings as the agendas dictate and a need is identified to have other staff present to offer guidance and information. In the case where more than one staff from a CMHSP attends a workgroup meeting, that CMHSP will only have one member express that CMHSP's standpoint in matters of decision making and recommendations. CMHAMM Consumer Advisory Council will recommend consumer representatives to IPLT for consideration as members (for 2-year term).

Name of member	Stakeholder group being represented	Manager / leader of stakeholder group

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: IPLT members (or their designees) to develop work plans as needed.
  
17. Financial or other resource limits (specification in charge is optional)  
Product should require **one-time** expenditures no greater than \$1,500  
Product should require **on-going** expenditures no greater than \$1,500 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 to request approval of Sponsors prior to implementing changes in practice, procedure, or policy.
  
19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.): To be determined by IPLT