

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:
 - 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
 - X 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