

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 Quality Improvement Workgroup
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 #2 of Section 2 in CMHAMM’s 2009 ARR, the QI Workgroup will be charged with establishing staff training guidelines that address assuring a welcoming environment, promoting a culture of gentleness, and identifying/accounting for, experiences with trauma and stigma of individuals served within CMHAMM’s region.
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:
 CMHAMM training guidelines
8. Format of end product (i.e., written plan, report, redesigned process, etc):
 CMHAMM training guidelines
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	
05/2010	Progress reviewed with DAO	Captured in meeting minutes	X	
06/2010	Completion of CMHAMM training guidelines	Captured in meeting minutes and provided to DAO and CMHAMM Executive Committee for approval		X

10. Scope of project:
 CMHAMM QI members will develop a draft of CMHAMM training guidelines that address assuring a welcoming environment, promoting a culture of gentleness, and identifying/accounting for, experiences with trauma and stigma of individuals served within CMHAMM’s region. The training guidelines will be approved by the DAO, after consultation with the CMHAMM Executive Committee, prior to affiliation-wide use.
11. Facilitator of the workgroup (specification in charge is optional):
 Liz Holcomb
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:
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 QI Workgroup reps	CEI CMH	CEI CEO
Manistee-Benzie QI Workgroup reps	Manistee-Benzie CMH	Manistee-Benzie CEO
Ionia QI Workgroup reps	Ionia CMH	Ionia CEO
Gratiot QI Workgroup reps	Gratiot CMH	Gratiot CEO
Newaygo QI Workgroup reps	Newaygo CMH	Newaygo CEO

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.