

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: Affiliation Self Determination Workgroup
2. Sponsor: CMHAMM Executive Advisory Committee and the CMHAMM Steering Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of advisor)
4. Date charge was given to the workgroup: 02/28/03 (revised on 06/03/09)
5. Issue(s) being addressed by workgroup:

Compliance and advancement in consumerism, Self Determination, and Person Centered Planning within the Affiliation of Mid Michigan.

6. Role of group (can be any one or a combination of the following):
 - Make recommendations to the sponsor relative to changes to be made
 - Implement changes as recommended by the group (subject to reporting and approval requirements set by sponsor)
 - Monitor implementation
7. Description of the end product expected of the group:
 - A. Ensure education is provided to all consumers receiving CMH services and supports about Self Determination and how to access the available options/tools. (The workgroup will look at standardizing language and information Affiliation wide when appropriate to do so.)**
 - B. Ensure that a process is in place for consumers to select providers that are both willing and qualified to provide services and supports (both internal and external to the CMH system).**
 - C. Ensure that each affiliate agency has a qualified Fiscal Intermediary(s) on contract and has systems in place for consumers to access the services when requested. (work in coordination with the Affiliation Finance workgroup on matters related to the use of FI's and monitoring performance as necessary)**
 - D. Complete a report (annually) that gives data on the elements of SD that are being implemented Affiliation wide, the number of service cost budgets, etc.**
 - E. Ensure that Service Cost Budgets are being completed Affiliation wide as required by DCH. (this will include costs for CMH services authorized in the PCP) (this will be based on SD rates) (SD workgroup will work in partnership with the Affiliation CFO workgroup as necessary)**

8. Format of end product (i.e., written plan, report, redesigned process, etc):

The format of the end product will vary: It will include, but is not limited to, organizational/system changes, changes in documentation, standardization of best practices, etc.

9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval
Meet at least Quarterly (meetings will be scheduled more often if necessary)	Workgroup meeting	Reports are made to the Steering Committee as scheduled/requested	X	X

10. Scope of project: **Affiliation Wide**

11. Facilitator of the workgroup (specification in charge is optional):

Kim Zimmerman (Affiliation Compliance Administrator)

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: **15 (up to 3 per agency)**

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.
- 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
Julie Dowling	Ionia County CMH	Bob Lathers, CEO
Sue Poindexter Mike Hetzman	Gratiot County CMH	Carolyn Hilley, CEO
Ingemar Johannson George Ott	Manistee/Benzie CMH	Chip Johnston, CEO
Terry Ekkens	Newaygo CMH	Greg Snyder, CEO
Mary Clissold	CEI CMH	Bob Sheehan, CEO

Kim Zimmerman	Affiliation Staff	Bob Sheehan, CEO Toby Bayless, DAO
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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 \$ 0
Product should require **on-going** expenditures no greater than \$ 0 per year.
To be proposed by group.
Other resource limits:
- **Need for Financial resources fluctuates based on need for outside consultation, training, information, etc.**
 - **All requests for expenditures will be taken to the Director of Affiliation Operations at the time of the need**
18. Limits to change in practice, procedure, or policy that can be recommended or implemented by group:
- **All recommended changes to policies, practices, and procedures will be approved by the Workgroup Advisor and/or the Core Group**
19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.)
- **DCH AFP**
 - **DCH ARR (Application for Renewal and Recommitment)**
 - **Medicaid Chapter on Mental Health and Substance Abuse Services**
 - **DCH/PIHP Contract**
 - **Michigan's Mental Health Code**
 - **Accrediting agencies (CARF, etc.)**
 - **Affiliation policies/procedures**
 - **Person Centered Planning Practice Guidelines, revised (October 2002), Michigan Department of Community Health**
 - **Self Determination Policy Guidelines, Michigan Department of Community Health**
 - **Self Determination Technical Assistance Advisory**