

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: IS Work Group
2. Sponsor: CMHAMM Executive Advisory Committee & Steering Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of advisor)
4. Date charge was given to the workgroup: 2/5/2009
5. Issue(s) being addressed by workgroup:
 - Review DCH data standards to remain current on changes and insure accurate reporting to MDCH in the following areas:
 - a. Demographic/QI data reporting
 - b. Encounter reporting
 - c. Sub-element Cost Report (count/units only). Coordinate fiscal data needs with Fiscal Group.
 - d. Assist QI Workgroup with determining methods of reporting performance indicators
 - Monitor the validity of data reported to the PIHP in order to remain compliant with performance measure validation standards reviewed by HSAG.
 - Ensure Boards are notified of MDCH initiatives that affect reporting capabilities or reporting requirements
 - Ensure boards are aware of CIO Forum and Data Exchange Workgroup initiatives (“The Standards Group”), and have an opportunity to provide feedback
 - Continually examine opportunities for increased efficiencies through shared resources.
 - Develop and recommend to Steering Committee policies and procedures to promote and improve consistency between the information technology used by member boards of CMHAMM.
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: This charge is ongoing, and results in various work products: operational reporting systems, methods in place to ensure valid data, workgroup minutes demonstrating information shared. When the group determines specific initiatives beyond the scope of this ongoing charge it will work with Steering Committee to develop a specific time limited charge.

8. Format of end product (i.e., written plan, report, redesigned process, etc): Written Plans, redesigned processes, meeting notes, as appropriate
9. Workgroup calendar:

<u>Date</u>	<u>Event</u>	<u>To whom is it reported?</u>	<u>Purpose of Report</u>	
			Status	Approval

10. Scope of project: **Affiliation - Wide**
11. Facilitator of the workgroup (specification in charge is optional): Chuck Dougherty
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): As appointed by Affiliation CEO's, with at least one member per Board.
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
Scott Overfield, John Sytek	Gratiot	Carolyn Hilley
Lori Richardson	Ionia	Bob Lathers
Brenda Monk, Fred Feiger	Manistee-Benzie	Chip Johnston
Debbie Cline, Randy Betts	Newaygo	Greg Snyder
Chuck Dougherty, Joanne Holland, Katherine VanZwoll	CEI	Bob Sheehan

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:
18. Limits to change in practice, procedure, or policy that can be recommended or implemented by group: The group may determine operational changes, plus changes within the scope of previous initiatives
19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.)