



PROJECT CHARTER

Community Health EMS Workgroup

Version 4.0 – DRAFT - September 2016

Advisory Group Summary

Chair/Co-Chair	Wayne Denny, Mary Sheridan
Mercer Lead	TBD
SHIP/EMS Bureau Staff	Miro Barac, Kenya Pool, Marta Tanikuni
IHC Charge	<ul style="list-style-type: none"> Develop and implement Community Health Emergency Medical Services (CHEMS) programs in rural and underserved communities as part of the virtual patient-centered medical home (PCMH).
SHIP Goals	<ul style="list-style-type: none"> Goal 3: Support the integration of each PCMH with the local Medical Neighborhood. Goal 4: Improve rural patient access to PCMHs by developing virtual PCMHs. Goal 6: Align payment mechanisms across payers to transform payment methodology from volume to value. Goal 7: Reduce overall healthcare costs.

Business Alignment

Business Need	<ul style="list-style-type: none"> To expand primary care reach and capacity. To improve access to healthcare services in rural and underserved communities with limited healthcare resources. To ensure that CHEMS becomes an asset for the medical/health neighborhoods where gaps in services exist. To ensure that CHEMS becomes part of the primary care team and improve access to healthcare services.
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Success Measures

	SHIP Desired Outcomes	Measurement	Workgroup's Role
1	<ul style="list-style-type: none"> Engage EMS agencies to implement CHEMS. 	<ul style="list-style-type: none"> Total number of CHEMS ; Agencies. Model Test Target: 13 (9 ALS and 4 BLS/ILS agencies) 	<ul style="list-style-type: none"> Leverage contacts to facilitate identification and engagement of potential EMS agencies.
2	<ul style="list-style-type: none"> Implement training program for community paramedics (CP). 	<ul style="list-style-type: none"> CUM # (%) of CHEMS program paramedics trained 27 	<ul style="list-style-type: none"> Recruitment and outreach.
3	<ul style="list-style-type: none"> Develop and implement training program for EMTs (ILS and BLS). 	<ul style="list-style-type: none"> CUM # (%) of CHEMS program EMTs trained for Virtual PCMH coordination. Model Test Target: 8 	<ul style="list-style-type: none"> Provide oversight of curriculum development and approval process. Recruitment and outreach.

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	SHIP Desired Outcomes	Measurement	Workgroup's Role
4	<ul style="list-style-type: none"> Establish CHEMS peer mentoring and/or technical assistance programs. 	<ul style="list-style-type: none"> CUM # (%) of on-site technical assistance visits. Model Test Target: 13 	<ul style="list-style-type: none"> Leverage contacts to facilitate development.
5	<ul style="list-style-type: none"> Establish new telehealth programs in CHEMS agencies. 	<ul style="list-style-type: none"> CUM # (%) of CHEMS agencies implementing telehealth programs Model Test Target: 6 	<ul style="list-style-type: none"> Assist in identifying and prioritizing needs. Assist in selection of agencies. Review of vendor options.
6	<ul style="list-style-type: none"> Develop and implement metrics and reporting strategy. 	<ul style="list-style-type: none"> # of metrics identified*. Model Test Target: not defined * 5 metrics identified as of September 2016. 	<ul style="list-style-type: none"> Facilitate stakeholder engagement to build consensus around metrics and reporting strategy, and evaluate aggregate data.
7	<ul style="list-style-type: none"> Develop and implement continuing education training for CHEMS agencies 	<ul style="list-style-type: none"> CUM # (%) of CHEMS staff participating in training program Model Test Target: 2 conferences 	<ul style="list-style-type: none"> Assist in development and implementation of continuing training conference.
8	<ul style="list-style-type: none"> Test CHEMS against the Triple Aim. 	<ul style="list-style-type: none"> [TBD- see #6 above] 	<ul style="list-style-type: none"> Review outcomes and provide feedback.

Planned Scope

Deliverable 1	Result, Product, or Service	Description
	<ul style="list-style-type: none"> EMS agencies selected for each cohort. 	<ul style="list-style-type: none"> Selection of EMS agencies to receive SHIP support and funding to establish CHEMS programs.
Est. Timeframe	Start: 8/31/2015	End: 1/31/2016

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Milestones	Event <ul style="list-style-type: none"> • Identify all EMS agencies. • Apportion by ALS and BLS/ILS agencies. • Apportion geographically. <ul style="list-style-type: none"> — Cohort 1 • Select potential agencies. • Conduct readiness assessment. • Make final selection. • Establish MOUs. <ul style="list-style-type: none"> — Cohort 2 • Select potential agencies. • Conduct readiness assessment. • Make final selection. • Establish MOUs. <ul style="list-style-type: none"> — Cohort 3 • Select potential agencies. • Conduct readiness assessment. • Make final selection. • Establish MOUs. 	Target Date <ul style="list-style-type: none"> • 10/01/2015 • 10/01/2015 • 10/01/2015 • 10/15/2015 • 11/15/2015 • 12/31/2015 • 01/31/2016 • 10/15/2016 • 11/15/2016 • 12/31/2016 • 01/31/2017 • 10/15/2017 • 11/15/2017 • 12/31/2017 • 01/31/2018
Deliverable 2	Result, Product, or Service <ul style="list-style-type: none"> • Community paramedics trained. 	Description <ul style="list-style-type: none"> • SHIP will support establishment of CHEMS programs by providing resources to selected agencies to train paramedics.
Est. Timeframe	Start: 04/30/2015	End: 01/31/2019
Milestones	Event <ul style="list-style-type: none"> • Review best practices and resources. • Identify training options. • Select training. • Secure funding. • Negotiate contract(s). • Finalize contract(s). • Execute contract(s). • First cohort trained. • Second cohort trained. • Third cohort trained. 	Target Date <ul style="list-style-type: none"> • 09/01/2015 • 09/15/2015 • 10/01/2015 • 12/01/2015 • 12/01/2015 • 01/15/2016 • 01/31/2016 • 01/31/2017 • 01/31/2018 • 01/31/2019
Deliverable 3	Result, Product, or Service <ul style="list-style-type: none"> • Community EMTs trained. 	Description <ul style="list-style-type: none"> • SHIP will support establishment of CHEMS programs by providing resources to selected agencies to train EMTs.

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Est. Timeframe	Start: 02/01/2016	End: 01/31/2019
Milestones	Event	Target Date
	<ul style="list-style-type: none"> • Review best practices and resources. • Identify training options. • Develop training (if necessary). • Secure funding. • Negotiate contract(s). • Finalize contract(s). • Execute contract(s). • First cohort trained. • Second cohort trained. 	<ul style="list-style-type: none"> • 04/01/2016 • 05/01/2016 • 08/01/2016 • 09/01/2016 • 09/01/2016 • 10/01/2016 • 11/01/2016 • 01/31/2018 • 01/31/2019
Deliverable 4	Result, Product, or Service	Description
	<ul style="list-style-type: none"> • Establish peer mentoring, administrator trainings and/or technical assistance programs. 	<ul style="list-style-type: none"> • Peer mentoring is an essential part of sustainability efforts in regard to CHEMS programs.
Est. Timeframe	Start: 01/31/2016	End: 01/31/20196
Milestones	Event	Target Date
	<ul style="list-style-type: none"> • Review best practices and resources. • Develop peer mentoring program support. • Develop coaching manual. • Identify potential mentors. • Secure funding. • Establish MOUs. • Negotiate contracts with mentors. • Finalize contracts with mentors. • Execute contracts with mentors. • Select recipient agencies. • Implement peer mentoring program Year two • Implement peer mentoring program Year three. • Implement peer mentoring program Year four. 	<ul style="list-style-type: none"> • 03/31/2016 • 04/30/2016 • 05/31/2016 • 05/31/2016 • 06/30/2016 • 07/15/2016 • 05/31/2016 • 06/30/2016 • 07/15/2016 • 06/30/2016 • 08/01/2016 • 06/01/2017 • 06/01/2018
Deliverable 5	Result, Product, or Service	Description
	<ul style="list-style-type: none"> • Establish CHEMS telehealth programs. 	<ul style="list-style-type: none"> • [TBD]*
Est. Timeframe	Start: 1/31/2016	End: 01/31/2019

*Discussion topic for the Workgroup

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Milestones	Event <ul style="list-style-type: none"> • Review best practices and resources. • Establish selection criteria. • Identify potential EMS agencies to receive grants in 2017. • Select recipients for 2017. • Secure funding. • Establish MOUs. • Finalize contract. • Execute contract. • Select recipients for 2018 • Secure funding • Establish MOUs • 	Target Date <ul style="list-style-type: none"> • 01/31/2017 • 01/31/2017 • 03/31/2017 • 04/30/2017 • 04/30/2017 • 05/31/2017 • 07/31/2017 • 08/31/2017 • 03/31/2018 • • 04/30/2018 • 05/31/2018
Deliverable 6	Result, Product, or Service <ul style="list-style-type: none"> • Identify metrics and reporting process. 	Description <ul style="list-style-type: none"> • Data collection and reporting for identified metrics supports evaluation and test against the Triple Aim.
Est. Timeframe	Start: 09/01/2015	End: 1/31/2019
Milestones	Event <ul style="list-style-type: none"> • Secure funding. • Establish subcommittee membership. • Facilitate metrics subcommittee. • Identify required metrics. • Verify metrics with SHIP. • Establish reporting protocols. • Evaluate Year two metrics and reporting protocols. • Evaluate Year three metrics and reporting protocols. • Evaluate Year four metrics and reporting protocols. 	Target Date <ul style="list-style-type: none"> • 10/01/2015 • 10/15/2015 • • 01/31/2016 • 03/31/2016 • 04/30/2016 • 10/31/2016 • 01/31/2017 • 01/31/2018 • 01/31/2019
Deliverable 7	Result, Product, or Service <ul style="list-style-type: none"> • Develop learning collaborative series. 	Description <ul style="list-style-type: none"> • [TBD]
Est. Timeframe	Start: 09/01/2015	End: 01/31/2019

Milestones	Event	Target Date
	<ul style="list-style-type: none"> Secure funding. Schedule one-day conference. Secure presenters. Evaluate outcomes. Schedule second one-day conference (optional). Secure presenters. Evaluate outcomes. 	<ul style="list-style-type: none"> 10/01/2016 03/01/2017 03/01/2017 01/31/2018 03/01/2018 03/01/2018 01/31/2019
Deliverable 8	Result, Product, or Service	Description
	<ul style="list-style-type: none"> Test CHEMS programs against the Triple Aim. 	<ul style="list-style-type: none"> [TBD]
Est. Timeframe	Start: 09/01/2015	End: 1/31/2019
Milestones	Event	Target Date
	<ul style="list-style-type: none"> [TBD] 	<ul style="list-style-type: none"> [TBD]

Project Risks, Assumptions, and Dependencies

Risk Identification	Event	H – M – L	Potential Mitigation	Potential Contingency
	<ul style="list-style-type: none"> Students not finishing training or leaving the agency. 	L	Address in the contract/MOUs with EMS agencies.	None
	<ul style="list-style-type: none"> Lack of reimbursement. 	H	Promote CHEMS reimbursement with the Multi-payer workgroup.	None
	<ul style="list-style-type: none"> CMMI funding restriction for training. 	M	None.	Establish contracts with EMS agencies in lieu of the contracts with training providers.
Assumptions	<ul style="list-style-type: none"> [TBD] 			
Dependencies and Constraints	<ul style="list-style-type: none"> Timeline for EMTs training dependent on training availability. 			

Project Reporting and Scope Changes

Changes to scope must be approved by the IHC after review by SHIP team.

Version Information

Author	Miro Barac	Date	08/22/2016
Reviewer	CHEMS Planning Team	Date	08/22/2016

Charter Approval Signatures

Date Approved by the Workgroup: 08/24/2016

Final Acceptance

Name / Signature	Title	Date	Approved via Email
	Chair	MM/DD/YYYY	<input type="checkbox"/>
	Co-Chair	MM/DD/YYYY	<input type="checkbox"/>
	SHIP Administrator	MM/DD/YYYY	<input type="checkbox"/>
	Mercer Lead	MM/DD/YYYY	<input type="checkbox"/>

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