



PROJECT CHARTER

Community Health Workers Advisory Group

Version 4.0 - October 2015

Advisory Group Summary

Chair/Co-Chair	Not Available
Mercer Lead	Ralph Magrish
SHIP Staff	Ariel Foster, Miro Barac
IHC Charge	<ul style="list-style-type: none"> Develop and implement Community Health Workers (CHW) programs in rural and underserved communities as part of the virtual patient-centered medical home (PCMH). CHWs will be part of the primary care team and improve access to healthcare services.
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 7: Reduce overall healthcare costs.

Business Alignment

Business Need	<ul style="list-style-type: none"> To improve access to healthcare services in rural and underserved communities with limited healthcare resources. An important asset in the medical/health neighborhood where gaps exist. Expands primary care reach and capacity by integrating with the primary care team.
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Success Measures

	SHIP Desired Outcomes	Measurement	Advisory Group's Role
1	<ul style="list-style-type: none"> Training model, curriculum, and delivery strategy identified by stakeholders. 	<ul style="list-style-type: none"> IHC-approved training model and delivery strategy. 	<ul style="list-style-type: none"> Review and comment on proposed curriculum and training strategy. SHIP team member will present CHW training strategy to IHC and seek feedback. Incorporate feedback from IHC into training strategy.

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	SHIP Desired Outcomes	Measurement	Advisory Group's Role
2	<ul style="list-style-type: none"> Establish agreement for training services. 	<ul style="list-style-type: none"> Training subgrant/contract established. 	<ul style="list-style-type: none"> Ensure that training curriculum and delivery strategy supported by IHC is incorporated into the training subgrant/contract.
3	<ul style="list-style-type: none"> Implement CHW training program statewide. 	<ul style="list-style-type: none"> CUM # (%) of new community health workers trained. Model Test Target: total of 200 CHWs. CUM # (%) of continuing education conferences held for CHW Virtual PCMH Staff. Model Test Target: 1 continuing education event in year 4. 	<ul style="list-style-type: none"> Assess progress against model test target. Evaluate need for additional outreach strategies, based on progress.
4	<ul style="list-style-type: none"> Develop a CHW peer mentoring program and provide on-site mentoring for new CHW programs. 	<ul style="list-style-type: none"> CUM # (%) of on-site CHW mentoring visits conducted. Model Test Target: 16. 	<ul style="list-style-type: none"> Promote and provide feedback/content to identify teams and locations for peer mentoring program.
5	<ul style="list-style-type: none"> Relevant metrics identified and introduced to CHW programs statewide. 	<ul style="list-style-type: none"> Metrics to be determined. 	<ul style="list-style-type: none"> Identify possible metrics for inclusion into contracts and/or program requirements including PCMH interactions, client satisfaction, and impact on health outcomes.
6	<ul style="list-style-type: none"> Providers and health organizations are aware of Idaho CHW program opportunities. 	<ul style="list-style-type: none"> CUM # of outreach activities. CUM # of providers reached. CUM # of health organizations reached. 	<ul style="list-style-type: none"> Review and comment on messaging, review marketing plan and materials.

Planned Scope

Deliverable 1	Result, Product, or Service <ul style="list-style-type: none"> • Training model, curriculum, and delivery strategy. 	Description <ul style="list-style-type: none"> • Identify delivery strategy and curriculum and present to IHC. • Seek IHC feedback on proposal; modify strategy based on feedback.
Est. Timeframe	Start: 8/15/2015	End: 2/1/2016
Milestones	Event <ul style="list-style-type: none"> • Identify IDHW CHW Advisory Group lead. • Establish and convene CHW Training Committee to identify CHW training curriculum and delivery strategy. • Present training strategy to IHC. • Modify training proposal based on feedback. 	Target Date <ul style="list-style-type: none"> • 8/20/2015 • 11/01/2015 • 11/18/2015 • 12/31/2015
Deliverable 2	Result, Product, or Service <ul style="list-style-type: none"> • Establish agreement for training services. 	Description <ul style="list-style-type: none"> • Implement subgrant or contract for CHW training services.
Est. Timeframe	Start: 2/1/2016	End: 1/31/2019
Milestones	Event <ul style="list-style-type: none"> • Determine need for subgrant or contract based on finalized CHW training curriculum and delivery strategy and establish agreement for services. • Build a sustainability plan for education integrated with the Idaho Healthcare Coalition. 	Target Date <ul style="list-style-type: none"> • 2/1/2016 • 2/01/2017
Deliverable 3	Result, Product, or Service <ul style="list-style-type: none"> • Implement training statewide. 	Description <ul style="list-style-type: none"> • Outreach is conducted to promote CHW training opportunity and training is conducted.
Est. Timeframe	Start: 6/1/2016	End: 1/31/2019
Milestones	Event <ul style="list-style-type: none"> • Conduct outreach to potential CHWs, healthcare providers, PCMHs, and health systems. is conducted. • Conduct training based on established subgrant or contract and monitor performance. 	Target Date <ul style="list-style-type: none"> • 4/01/2016 • 6/01/2016

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Deliverable 4	Result, Product, or Service <ul style="list-style-type: none"> Implement CHW peer mentoring program. 	Description <ul style="list-style-type: none"> Develop and implement on-site CHW peer mentoring program to support program development.
Est. Timeframe	Start: 6/1/2016	End: 1/31/2019
Milestones	Event <ul style="list-style-type: none"> Evaluate need to establish subgrant or contract to provide on-site mentoring statewide and establish appropriate agreement. Identify new CHW program sites and conduct outreach to provide mentoring support. 	Target Date <ul style="list-style-type: none"> 6/1/2016 6/1/2016
Deliverable 5	Result, Product, or Service <ul style="list-style-type: none"> Develop and implement metrics to test the SHIP CHW program against the Triple Aim. 	Description <ul style="list-style-type: none"> Determine relevant CHW metrics and educate CHW training participants and PCMHs about required SHIP metrics and reporting strategy.
Est. Timeframe	Start: 2/1/2016	End: 1/31/2019
Milestones	Event <ul style="list-style-type: none"> Seek expertise from SHIP Clinical Quality Measures Workgroup, IHC, and SHIP staff to identify relevant metrics. Provide outreach to CHWs and PCMHs about program metrics and reporting strategy. 	Target Date <ul style="list-style-type: none"> 6/1/2016 8/1/2016

Project Risks, Assumptions, and Dependencies

Risk Identification	Event	H – M – L	Potential Mitigation	Potential Contingency
	<ul style="list-style-type: none"> Lack of reimbursement. 	H	Promote CHW reimbursement within the multi-payer workgroup.	
	<ul style="list-style-type: none"> Lack of sustainability plan for CHW training. 	M	Integrate CHW program with regional health collaborative sustainability planning.	

Risk Identification	Event	H – M – L	Potential Mitigation	Potential Contingency
	<ul style="list-style-type: none"> Limited CHW model adoption by PCMHs. 	H	Increase outreach coordination with medical home collaborative and regional health collaboratives.	
	<ul style="list-style-type: none"> Lack of student participation in training. 	M	Alignment with CHW outreach committee to assure appropriate information distribution to stakeholders potential CHWs.	
	<ul style="list-style-type: none"> CMMI funding restriction for training. 	M	None.	Establish agreements with PCMHs and Public Health Districts to develop programs locally.
Assumptions	<ul style="list-style-type: none"> 			
Dependencies and Constraints	<ul style="list-style-type: none"> Identifying training program curriculum and delivery strategy is dependent on the CHW training committee recommendation, IHC approval, CMMI release of funding, and establishment of appropriate agreement (contract or subgrant). Testing the CHW program requires the development of metrics, data collection, and reporting strategies. Implementing a peer mentoring program is dependent on the identification of CHWs and primary care clinicians with successful programs and a willingness to travel to PCMHs with new programs. 			

Project Reporting and Scope Changes

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

Version Information

Author: Ariel Foster, Mary Sheridan	Date	08/28/2015
Reviewer: Miro Barac	Date	08/29/2015

Charter Approval Signatures

Date Approved by the Workgroup: 09/21/2015

Final Acceptance

Name / Signature	Title	Date	Approved via Email
	Chair	MM/DD/YYYY	<input type="checkbox"/>
	Co-Chair	MM/DD/YYYY	<input type="checkbox"/>
Cynthia York	SHIP Administrator	10/13/2015	<input checked="" type="checkbox"/>
Ralph Magrish	Mercer Lead	10/13/2015	<input checked="" type="checkbox"/>
