



PROJECT CHARTER

Telehealth Council – Goal 2 Subcommittee

Version 1.1 – November 2015

Workgroup Summary

Chair/Co-Chair	Mary Sheridan and Susan Ault
Mercer Lead	Ralph Magrish
SHIP Staff	Miro Barac
IHC Charge	<ul style="list-style-type: none"> IDHW is expanding telehealth technology, to include training and technical assistance, in rural communities, and enhancing access to behavioral health and other specialty services.
SHIP Goals	<ul style="list-style-type: none"> 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"> Telehealth plan and guidance/standards will support the design and implementation of virtual patient-centered medical homes (PCMHs) to enhance access to behavioral and other specialty services in rural communities.
----------------------	--

Success Measures

	SHIP Desired Outcomes	Measurement	Advisory Group's Role
1	<ul style="list-style-type: none"> Implement training and technical assistance to integrate telehealth services in PCMHs and Community Health Emergency Medical Services (CHEMS). 	<ul style="list-style-type: none"> CUM # (%) of recognized Virtual PCMH practices that have completed training and technical assistance for using Telehealth tools. Model Test Target – 36 	<ul style="list-style-type: none"> Assist in the development of training and technical assistance tools to implement telehealth in PCMHs and CHEMS.
2	<ul style="list-style-type: none"> Establish virtual PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of Virtual PCMHs established in rural communities following assessment of need. Model Test Target – 50 	<ul style="list-style-type: none"> Develop a readiness process to identify and promote telehealth in PCMHs.
3	<ul style="list-style-type: none"> Integrate telehealth services in Community Health Emergency Medical Services (CHEMS). 	<ul style="list-style-type: none"> CUM # (%) of Community Health EMS Services (CHEMS) Virtual PCMHs established in rural communities following assessment of need. Model Test Target - 6 	<ul style="list-style-type: none"> Assist in the development of a readiness strategy and implementation process to establish CHEMS telehealth programs.

	SHIP Desired Outcomes	Measurement	Advisory Group's Role
4	<ul style="list-style-type: none"> Integrate telehealth services in PCMHs to provide specialty services. 	<ul style="list-style-type: none"> CUM # (%) of specialty services Virtual PCMHs established in rural communities following assessment of need. Model Test Target - 18 	<ul style="list-style-type: none"> Assist in the development of a process to engage PCMHs in new or expanded telehealth programs to improve access to specialty services.
5	<ul style="list-style-type: none"> Integrate telehealth services in PCMHs to provide mental/behavioral health services. 	<ul style="list-style-type: none"> CUM # (%) of mental/behavioral health services Virtual PCMHs established in rural communities following assessment of need. Model Test Target - 18 	<ul style="list-style-type: none"> Assist in the development of a process to engage PCMHs in new or expanded telehealth programs to improve access to behavioral health services.
6	<ul style="list-style-type: none"> Establish and expand telehealth programs to improve access to specialty care and behavioral health services in rural communities. 	<ul style="list-style-type: none"> CUM # (%) of outreach activities CUM # (%) of PCMHs and CHEMS agencies reached 	<ul style="list-style-type: none"> Assist in development of outreach plan and educational strategies.

Planned Scope

Deliverable 1	Result, Product, or Service	Description
	<ul style="list-style-type: none"> Develop a SHIP Telehealth Expansion Plan. 	<ul style="list-style-type: none"> Telehealth Subcommittee will create a Telehealth Expansion Plan, including action steps and a schedule for implementation.
Est. Timeframe	Start: 11/10/15	End: 1/31/16
Milestones	Event	Target Date
	<ul style="list-style-type: none"> Identify state planning resources. Develop a roadmap to operationalize telehealth in rural PCMHs and CHEMS programs, including behavioral health and specialty services. 	<ul style="list-style-type: none"> 11/10/15 1/31/16

TELEHEALTH COUNCIL – GOAL 2 SUBCOMMITTEE PROJECT CHARTER

Page 3

Deliverable 2	Result, Product, or Service <ul style="list-style-type: none"> Develop and implement telehealth mentoring program, coaching, training, and best practice program tools and strategies. 	Description <ul style="list-style-type: none"> Identify training resources and establish a mentoring program.
Est. Timeframe	Start: 2/1/16	End: 1/31/19
Milestones	Event <ul style="list-style-type: none"> Identify and provide on-site and virtual training resources for PCMH, CHEMS, and Public Health District SHIP staff. Identify and provide best practices resources for the delivery of telehealth services. Develop and implement a mentoring program. 	Target Date <ul style="list-style-type: none"> TBD by Subcommittee.
Deliverable 3	Result, Product, or Service <ul style="list-style-type: none"> Expand telehealth services in PCMHs and CHEMS programs. 	Description <ul style="list-style-type: none"> Facilitate outreach and training to promote statewide telehealth implementation.
Est. Timeframe	Start: 2/1/16	End: 1/31/19
Milestones	Event <ul style="list-style-type: none"> Establish mentoring program. Identify and implement technical assistance to Public Health District SHIP staff, Regional Health Collaboratives, PCMHs, and CHEMS staff. 	Target Date <ul style="list-style-type: none"> TBD by Subcommittee.
Deliverable 4	Result, Product, or Service <ul style="list-style-type: none"> Develop new telehealth programs in Community Health Emergency Medical Services (CHEMS) to improve access to healthcare services in rural and underserved communities. 	Description <ul style="list-style-type: none"> Support the establishment of telehealth services in CHEMS programs by providing training, resources, and equipment to selected agencies.
Est. Timeframe	Start: 2/1/16	End: 1/31/19
Milestones	Event <ul style="list-style-type: none"> Implement six new telehealth programs by providing equipment and training SHIP CHEMS agencies. 	Target Date <ul style="list-style-type: none"> TBD by Subcommittee.

Deliverable 5	Result, Product, or Service <ul style="list-style-type: none"> Develop new telehealth programs and expand existing programs in PCMHs to improve access to specialty services in rural and underserved communities. 	Description <ul style="list-style-type: none"> Support the establishment of telehealth services in PCMHs by providing resources, training, and equipment to improve access to specialty services.
Est. Timeframe	Start: 2/1/16	End: 1/31/19
Milestones	Event <ul style="list-style-type: none"> Provide 18 telehealth units and training to provide or expand access to specialty care in PCMHs. 	Target Date <ul style="list-style-type: none"> TBD by Subcommittee.
Deliverable 6	Result, Product, or Service <ul style="list-style-type: none"> Develop new telehealth programs and expand existing programs in PCMHs to improve access to mental/behavioral health services in rural and underserved communities. 	Description <ul style="list-style-type: none"> Support the establishment of telehealth services in PCMHs by providing resources and equipment to improve access to mental/behavioral health services.
Est. Timeframe	Start: 2/1/16	End: 1/31/19
Milestones	Event <ul style="list-style-type: none"> Provide 18 telehealth units and training to provide or expand access to behavioral health services in PCMHs. 	Target Date <ul style="list-style-type: none"> TBD by Subcommittee.
Deliverable 7	Result, Product, or Service <ul style="list-style-type: none"> Monitor impact of small rural clinics. 	Description <ul style="list-style-type: none"> Collect data and evaluate impact of small rural clinics.
Est. Timeframe	Start: 2/1/16	End: 1/31/19
Milestones	Event <ul style="list-style-type: none"> [TBD] [TBD] [TBD] 	Target Date <ul style="list-style-type: none"> [TBD] [TBD] [TBD]

Project Risks, Assumptions, and Dependencies

Risk Identification	Event	H – M – L	Potential Mitigation	Potential Contingency
	<ul style="list-style-type: none"> Lack of human resources and funding. 	M	Telehealth contractor can help with tasks.	Telehealth contractor and/or IDHW/SHIP team can provide support.
	<ul style="list-style-type: none"> 			
Assumptions	<ul style="list-style-type: none"> 			

Dependencies and Constraints	• [TBD]
-------------------------------------	---------

Project Reporting and Scope Changes

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

Version Information

Author	Kate Creswell	Date	11/01/2015
Reviewer	Miro Barac	Date	11/10/2015

Charter Approval Signatures

Date Approved by the Workgroup: 11/10/2015

Final Acceptance

Name / Signature	Title	Date	Approved via Email
Mary Sheridan	Chair	11/10/2015	<input checked="" type="checkbox"/>
Susan Ault	Co-Chair	11/17/2015	<input checked="" type="checkbox"/>
Cynthia York	SHIP Administrator	11/17/2015	<input checked="" type="checkbox"/>
Ralph Magrish	Mercer Lead	11/18/2015	<input checked="" type="checkbox"/>
