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Community Benefit Work Group (CBWG) Charter

Work Group	Community Benefit
Focus	Support the overall SEMHIE mission, vision and objectives through defining and quantifying community benefit with respect to proposed functionality and/or services
Objectives	<ul style="list-style-type: none"> • Identifies and prioritizes investments to achieve community-wide benefits • Ensures public health goals are met
Deliverables	<p>From Work Breakdown Structure:</p> <p><u>Individual Activity #</u></p> <ul style="list-style-type: none"> 8 Begin assessment of communication needs 13 Organize public forums 19 Articulate value propositions to community 24 Define evaluation metrics for post-implementation review (w/ SWWG) 28 Develop marketing plan 29 Develop and execute communication/education plans <p><u>Governance Committee-led Activities</u></p> <ul style="list-style-type: none"> 12 Hold kickoff and subsequent meetings with stakeholders 23 Develop, issue, and assess RFI 35 Launch formal organization 37 Develop RFP 39 Issue RFP 40 Evaluate proposals 41 Select phase 1 vendors 42 Phase 1 implementation
Scope	<p>The scope of the CBWG is to:</p> <ul style="list-style-type: none"> • Define and quantify community benefit with respect to proposed functionality and/or services • Prioritize proposed functionality and/or services based on community benefit • Coordinate with other regional HIEs, as appropriate, when prioritizing functionality and/or services • Works to ensure public health goals are defined and satisfied • Plan for, organize, schedule and conduct public forums for education and status reporting and to collect community input • Define, test, and monitor community benefit evaluation metrics • Assist with the creation of vendor RFIs and RFPs and with the evaluation of vendor responses • Assist with the selection and implementation of vendor solutions

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Assumptions	<p>The work of SEMHIE will be carried out in a manner that will benefit the community over the interests of individual stakeholders, classes of stakeholders, or vendors. While SEMHIE programs and services must provide value to stakeholders, there must always be a clear over-arching community benefit.</p> <p>Each work group member will agree to comply with the following requirements:</p> <ol style="list-style-type: none"> 1. To abide by the standards of conduct defined by the GC 2. To direct the work group's efforts toward achieving the goals and objectives defined by the GC and SEMHIE Work Breakdown Structure 3. To review all meeting materials in advance of each meeting, when these materials are provided in accordance with established timelines 4. To attend all scheduled meetings of the work group in person or via teleconference, except in cases of unforeseen or unavoidable schedule conflicts 	
Risks	<ul style="list-style-type: none"> • Quantification and measurement of community benefit • Securing community input without inadvertently excluding anyone • Balancing priorities so as to quickly reach and establish a broad community base in concert with achieving the success of SEMHIE • Balancing conflicting priorities of participants • Ensuring community benefit is not lost due to vendor selection and/or implementation • Reconciliation of cost vs. benefit perceptions and realities 	
Boundaries	<p>The CBWG needs to coordinate with the Functional Design Work Group (FDWG); the FDWG will provide clarity on the functional requirements scope while the CBWG will help insure functionality planning/implementation does not negatively impact community benefit.</p> <p>The CBWG will need to stay away from vendor-specific and technology-specific discussions/perspectives.</p> <p>The CBWG needs to coordinate with the Stakeholder Value Work Group (SVWG) to assure that value to stakeholders also benefits the community.</p> <p>Finally, the CBWG needs to assure that the benefit to public health does not compromise consumer privacy and confidentiality.</p>	
Stakeholders	<p>The CBWG will require a diverse set of stakeholders that broadly but authoritatively represent the Southeast Michigan community, including the following types of representatives:</p> <p>Physicians, physician groups, health systems, public health, mental health, health insurers, employers, consumers, and medical societies; will also need the expertise of a security and privacy official</p>	
How the Work Group will Function	<p>Working at the direction of the GC, the CBWG will consist of members that will elect a Chair and other officers as necessary. The Chair shall prepare the agenda for all meetings, which shall include, but not be limited to the following: the date, time, place, and topics to be discussed. The work group will refer to the SEMHIE Operating Rules and will use Robert's Rules of Order, Newly Revised, to make any administrative or procedural determination that is required.</p>	
Decision Making Process	<p>The CBWG shall conduct business in line with Article IV of the SEMHIE Operating Rules entitled Governance Committee Meetings.</p>	
Documentation	<p>To be coordinated with Altarum.</p>	
Signatures	<p>We will ask work group members to sign an agreed-upon final version of this charter</p>	