

Working Group Charter

Working Group Name:	High Utilizers Working Group
Section I: Working Group Identification	
Chartering Organization(s):	Mile High Health Alliance (“Alliance”)
Charter Approval Date:	October X 2016
Name of Working Group Chair:	Dr. Martina Schulte
Working Group Workspace URL:	http://milehighhealthalliance.org/priority-initiatives/high-utilizers/high-utilizers-group-member/
Important Document Links:	<ul style="list-style-type: none"> • Original Scope of Work, July 2014 • Caring for High Utilizers Summit – Meeting Report, June 2015
Section II: Mission, Purpose, and Deliverables	
Mission & Scope:	
<p>Mission of the Alliance: Achieving Better Health through Collaboration</p> <p>The High Utilizers Working Group (“Group”) leads metro-wide efforts to better serve the needs of high utilizers of the health care system, such as residents with frequent emergency room visits and repeated hospitalizations. Several metro area organizations are implementing programs to attempt to address the needs and utilization of this population. More understanding of what works and how to fund such efforts is needed.</p>	
Objectives & Goals:	
<p>The overall purpose of this Group is to facilitate improvement in care by identifying gaps in services, identifying redundant and overlapping services, identifying opportunities for collaboration, and improving metro-wide communication among organizations caring for high utilizing persons. The Group is working towards sharing data between high utilizer programs in Denver, tracking specific high utilizing patients, and developing a more formal learning collaborative around high utilizers.</p>	
Deliverables & Timeframes:	
Short-Term Goals	
<ul style="list-style-type: none"> • Obtain funding to hire legal expertise to develop data sharing agreements by January 2017. • Develop a global consent form for data sharing between agencies by mid-2017. • Create a learning community in the metro area and the state around this patient population. Start that endeavor by holding three webinars and one in-person conference for high utilizer programs from July 2016 to July 2017. 	
Longer-Term Goals	
<ul style="list-style-type: none"> • Develop an effective coordination system (“hub”) between all high utilizer projects in Denver. • Create a shared care plan for optimizing care coordination and services for this patient population. 	

- Increase partnership of social agencies in high utilizer projects.

Section III: Formation, Staffing, and Organization

Membership Criteria:

The Group will be open to all interested in participating. New members who join after work has been completed will need to review previous documents and meeting transcripts.

Working Group Formation & Dissolution:

This Group shall be a standard Alliance Working Group. Since its formation in 2014, the Group has developed broad representation and participation; the Chair and staff will continue to reach out to potential partners as needed. When the Group has fully or substantially accomplished all of its goals, the Board of Directors of the Alliance shall vote on whether to suspend or dissolve the Group.

Working Group Roles, Functions, & Duties:

The Alliance staff assigned to the Group will fully support the work of the Group as requested by the Chair, including meeting support, document drafting, editing and distribution, and other substantive contributions when deemed appropriate.

Staff assignments to the Working Group:

- Administrative Assistant
- AmeriCorps VISTA Program Assistant

Section IV: Rules of Engagement

Decision-Making Methodologies

The Group will be responsible for making decisions relative to various aspects of their work. Decisions will be made by simple majority. Some decisions may need confirmation by the Alliance’s Executive Committee.

Status Reporting:

As requested by the Board of Directors of the Alliance, taking into account the recommendation of the Chair of this Group.

Section V: Charter Document History

Version	Date	Description
1.0	17 August 2016	First draft developed by Emma Lamothe
2.0	22 August 2016	Edited by Dede de Percin and Martina Schulte
3.3	14 October 2016	Edited by Martina Schulte

Staff Contact:	Emma Lamothe	Email:	emma@milehighhealthalliance.org
-----------------------	--------------	---------------	---------------------------------