

# **Roles & Responsibilities for the Idaho State Healthcare Innovation Plan (SHIP) Project**

The Idaho SHIP development process was designed to include a broad representation of stakeholders. Idaho has a vision of designing and implementing an innovative, multi-payer healthcare delivery system that will improve the health of its citizens. Stakeholders with targeted expertise were identified to participate in four different groups: state assets and needs related to network development, health information technology, clinical quality, and payment strategies.

**Sponsors.** These members are representatives of the Governor's multi-payer Idaho Medical Home Collaborative (IMHC) as well as other individuals who have been critical to the development of this opportunity for innovation.

- Ensure the valuable experience and lessons learned of the IMHC would be transferred to the SHIP planning process.
- Raise interest and support for the initiative across the state
- Have the opportunity to review the SHIP.

## **Steering Committee Members:**

- Represent a full-range of interests and expertise in the healthcare system.
- Ensure the process results in a well-coordinated plan that, to the fullest extent possible, reflects the issues and ideas developed in the work groups.
- Raise interest and support for the initiative across the state.
- Approve the plan.

**Work Groups Chairs.** Each of the four work groups will have a chair. Chairs will serve as sponsors to ensure continuous communication and feedback mechanisms between the work groups and the steering committee:

- Help facilitators organize the work group meetings, resolve issues, lead consensus decisions and clarify opinions.
- Collaborate with facilitators, and work group members in developing work group recommendations.
- Provide orientation to group members.

## **Work Group Members:**

- Review and approve model re-design summaries and conclusion statements.
- Support the conclusions, supported models and system impact statements of the work group. If individual work group members are unable to agree with these decisions then it is their responsibility to write a minority opinion/statement.

- Participate in meetings (one in person meeting per month during active phases of the project) and teleconferences as needed.
- Draft recommendations and narratives for inclusion in the SHIP.
- Review, finalize and approve the work group products and recommendations.

**Facilitators:**

- Attend each meeting to ensure work group charge and tasks are addressed and completed.
- Collaborate with Chairs to create agenda.
- Maintain list and contact information for all committee members; ensure list is up-to-date.
- Manage all communications (meeting notices, agendas, minutes, etc.) to and from committee members.
- Provide updates regarding committee work at every Facilitator/Project Management meeting.
- Following conclusion of a work group's project, prepare a final report, seek approval from project management team, and provide a copy of approved report to the project management team, the State and work group members.

**Lead Facilitator:**

- Gather materials (background documents, system designs, white papers) that will assist the specialist on the team to become knowledgeable on the specifics of the Idaho healthcare system.
- Assign research, product development, and white paper drafting among team members to facilitate education of the work group and to inform the SHIP development team.
- Monitor progress toward contributions to the SHIP design.
- Provide clarification and direction to groups regarding the work group area of responsibility.
- Efficiently resolve issues that affect timeline and delivery of products to the Project Management team.
- As needed, provide additional products to contribute to the overall success of the project.

**Focus Group Participants:**

- Provide information and feedback to help the work groups to meet their objectives.
- Bring ideas and issues to the forefront during the planning process.