**The Maine State Innovation Model Sub-Committees**

**General and Program Requirements**

The Maine State Innovation Model Sub-Committees are a critical piece of the SIM Governance structure, as illustrated below:

***General Sub-Committee Accountabilities***

1. Inform, guide, and recommend how work from each Maine State Innovation Model partner aligned to sub-committee should proceed to achieve the most successful result aligned with the scope of the sub-committee charge
2. Identify the most effective approach to achieve the deliverables associated with each subcommittee’s scope of oversight and provide recommendations to the Steering Committee, as appropriate
3. Serves as a liaison to State programs, committees, and organizations to ensure proactive communication of SIM work is occurring.

***General Accountabilities of Sub-Committee Chair***

1. Manage the collaboration required between sub-committee members and the entities executing the SIM deliverables, to ensure achievement of sub-committee objectives
2. Leverage insights from sub-committee membership in delivery approach to maximize solution effectiveness

***SIM Sub-Committee Program Requirements, managed by Sub-Committee*** ***Chair***

* Develop and manage sub-committee level work plan, including task timeframes and dependencies. Sub-committee level work plans must be provided to the Program Director as required to support the management of the overall integrated SIM plan
* Identify and create awareness of dependencies and cross sub-committee collaboration needs; support the same as identified by other sub-committees
* Maintain an issue and risk log and provide to Program Director as required which will roll up to an overall SIM issue and risk log
* Escalate appropriate issues and risks identified in risk/issue logs to the Steering Committee through the Program Director. Each risk/issue must have the following attributes:
  + A clear definition of the risk/issue
  + Defined options to address and resolve the risk/issue, including pros/cons associated with each
  + A recommended option
* Prepare and provide Sub-Committee status report to the Program Director on a monthly basis
* Facilitate Sub-Committee Meetings, at minimum, on a monthly basis, documenting meeting outcomes and providing record to SIM Program Director as required.
* Meet with SIM Program Director as required to ensure sub-committee coordination

**Sub-Committee Charge and Member Composition Requirements**

Representatives should include and not be limited to:

**Data and Analytics Infrastructure**

*Chaired and Managed by HealthInfoNet*

***Sub-Committee Charge:*** *Under development*

|  |  |  |
| --- | --- | --- |
| Government | Prov/Payer | Community |
| OMS\* | Hospital System Reps\* | Local Public Health Dept |
| CDC\* | PCP\* | MHMC\* |
| SAMHS\* | BH\* | Purchasers |
| OCFS | LTC | QC |
| OSC\* | Health Plan Representation | Consumer/Advocacy\* |
| OCQI\* |  |  |
| MHDO\* |  |  |
| MQF |  |  |

\*Core Members

**Payment Reform**

*Chaired and Managed by the Maine Health Management Coalition*

***Sub-Committee Charge:*** *Under development*

|  |  |  |
| --- | --- | --- |
| Government | Prov/Payer | Community |
| OMS\* | Hospital System Reps\* | Purchasers\* (must include MHMC and non-MHMC members) |
| CDC | PCP\* | QC |
| BOI | BH\* | Consumer/Advocacy\* |
| Governor’s Office | LTC |  |
| Legislators | Health Plan Representation (invite all plans)\* |  |
| Medicare/CMS |  |  |
|  |  |  |

\*Core Members

**Service Delivery Reform**

*Chaired and Managed by Quality Counts*

***Sub-Committee Charge:*** *under development*

|  |  |  |
| --- | --- | --- |
| Government | Prov/Payer | Community |
| OMS\* | Hospital System Reps\* | Purchasers\* (must include MHMC and non-MHMC members) |
| CDC\* | PCP\* | HIN |
| SAMHS\* | BH\* | Consumer/Advocacy\* |
| OADS\* | LTC | MeHAF |
| OCFS\* | Health Plan Representation\* |  |
| Legislators | Dev. Disability Provider\* |  |
| MQF |  |  |
| OCQI |  |  |

\*Core Members

**Core vs Non-Core Member Distinctions**

Core Members are assumed to have a critical role where full engagement of all sub-committee activities is critical. Core members are expected to be present at all sub-committee meetings and be heavily engaged in all sub-committee activities

Non-Core Members are assumed to have an important role, but presence in all sub-committee meetings and in all sub-committee activities may not be necessary

**Sub-Committee Member Expectations**

* Each appointment of a Sub-Committee member shall be for the period of time the State Innovation Model grant is funded.
* 100% of the membership will be retained each year.
* Any Core-Member will automatically lose membership in the Sub-Committee if s(he) fails to attend three successive meetings without presenting in advance to the chairperson of the Sub-Committee a valid reason for his/her absence. Vacant seats will be filled by appointments made by the Steering Committee Chair/Sub-Committee Chair as appropriate