



MAINE SIM EVALUATION SUBCOMMITTEE DRAFT CHARTER AND PROCEDURES OCTOBER 17, 2014

Evaluation Subcommittee Charter

The Maine SIM Evaluation Subcommittee will provide strategic oversight and guidance to the design and implementation of project evaluation, performance reporting, continuous quality improvement (CQI), and evaluation dissemination activities for Maine's SIM project. Specifically, this will involve regular feedback and input on the development of a coherent, coordinated and sustainable measurement, evaluation, and quality improvement framework for innovation strategies and initiatives. The Subcommittee will provide insight and feedback on existing data sets/sources and evaluation protocols/tools.

The evaluation framework will include implementation, cost-effectiveness, and impact evaluations of SIM activities.

- The implementation evaluation will include an assessment of provider experience, consumer experience, and the overall SIM implementation process.
- The cost-effectiveness and impact evaluation both will rely on a core set of metrics to measure impacts on overall health care cost and outcomes in Maine.

The Subcommittee also will provide strategic thinking, in partnership with the Steering Committee, related to early outcomes and rapid cycle learning. Finally, the Subcommittee will support the development of local evaluation infrastructure as part of a sustainable research collaborative designed to build on the effectiveness of SIM models in the improvement of care quality, reduction of health risks, improvement of health outcomes, and reduction of health care costs.

Evaluation Subcommittee Procedures

Evaluation Subcommittee Requirements:

1. Managed by Subcommittee Co-Chairs: Maine OCQI and The Lewin Group
2. Establish a sub-committee work scope, timeframes, issues and risks.
3. Work to identify and create awareness of dependencies and cross subcommittee collaboration needs while supporting those identified by other subcommittees.
4. Meet with the SIM Program Director as necessary to ensure coordination across all subcommittee efforts.



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General Subcommittee Accountabilities:

1. Inform, advise, and recommend how work from each State Innovation Model partner aligned to sub-committee should proceed, taking into account learnings from the evaluation.
2. Inform and advise on the approach to achieve the deliverables associated with the evaluation and bring updates to the Steering Committee, as appropriate.
3. Identify and escalate sub-committee risks and issues to the Steering Committee through the Subcommittee chairs.

General Accountabilities of Subcommittee Members:

1. Serve as a liaison to State programs, committees, and organizations to ensure proactive communication of SIM initiatives.
2. Provide expertise and input on the SIM evaluation activities, including:
 - a. Strategic oversight and guidance to the design and implementation of project evaluation, performance reporting, CQI, and evaluation dissemination activities for Maine's SIM project
 - b. Feedback and input on the development of a coherent, coordinated and sustainable measurement, evaluation, and quality improvement framework for innovation strategies and initiatives
 - c. Insight and feedback on existing data sets/sources and evaluation protocols/tools.
 - d. Strategic thinking, in partnership with the Steering Committee, related to early outcomes and rapid cycle learning
 - e. Development of local evaluation infrastructure as part of a sustainable research collaborative designed to build on the effectiveness of SIM models in the improvement of care quality, reduction of health risks, improvement of health outcomes, and reduction of health care costs
3. Engage fully in subcommittee meetings and activities, as identified by the co-chairs.

General Accountabilities of Subcommittee Co- Chairs (OCQI & Lewin):

1. Schedule monthly meetings for sub-committee members to provide strategic oversight and guidance for the implementation of SIM project evaluation, performance reporting, quality improvement, and dissemination activities.
2. Manage the collaboration required between subcommittee members and entities who are executing the SIM deliverables, to ensure achievement of subcommittee objectives.
3. Leverage insights from subcommittee membership in delivery approach to maximize solution effectiveness.
4. Manage and facilitate the work of the subcommittee, which includes but is not limited to, ensuring collaboration and coordination of all work identified in subcommittee scope, tracking dependencies, escalating issues and risks, and reporting progress through SIM Governance structure.



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5. Ensure effective meetings and engagement of subcommittee members, with goal of retaining full membership in subcommittee through course of SIM award.
6. Report monthly on the progress of subcommittee activities and objectives, including any decisions made or risks identified, to the Program Director as required to support the management of the overall integrated SIM plan.
7. Maintain an issue and risk log and deliver it to the Steering Committee through the Program Director. Each will include a clear definition, defined options for mitigation (including pros/cons related to each), and a recommended option.
8. Manage overall composition of subcommittee, ensuring composition requirements are maintained.
9. Add additional ad hoc members at their discretion. If a new, permanent appointment is desired, the co-chairs will bring it to the Steering Committee.
10. Maintain an interested parties list. Interested parties will receive electronic notices of all meetings and electronic copies of all mailings. The co-chairs may ask interested parties with specific expertise in a subject germane to the work of the subcommittee to serve as an ad hoc member of the subcommittee.

Identification of Subcommittee Members:

1. Maine SIM Steering Committee will review and accept key stakeholders for each subcommittee ("Core Members") representing critical constituencies needed to advise on each subcommittee topic area. Core subcommittee members to serve the full period of the State Innovation Model award, or until the subcommittee ceases operation.
2. Subcommittee Core Members are asked to assume a critical role, with attendance and full engagement expected at all subcommittee meetings. Core Members shall not serve on multiple committees (e.g. Steering Committee and Subcommittee) unless resource limitations, knowledge requirements, or cross committee representation necessitates this representation.
3. The co-chairs may invite other interested parties to join subcommittees as "ad-hoc" members. Their presence is not required at all subcommittee meetings and activities and the co-chairs will track attendance.