**SIM Maine State Leadership Team Minutes**

**August 23, 2013**

**High level SIM Timeline Review**

* + **Accomplishments so far, Next Steps**

Randy Chenard provided an overview to the leadership team regarding where we are overall with the SIM Program. Holly Lusk asked when we expected to hear back from CMMI regarding the operational plan. Response was that there are three concurrent tracks of CMMI review

1) Internal CMMI Team review will be held next week

2) 3rd Party Evaluator – NORC

3) Other federal agencies

We expect to be receiving feedback throughout this period and we should have the official review results by the middle of September.

**CMMI Visit Review and Executive Summary of** Presentation

Dr Flanigan provided a summary of our key presentation to CMMI in Baltimore on 8/2, with a focus on the Maine SIM Hypothesis.

The general consensus among attendees to the Baltimore meeting was that our meeting with CMMI was successful, although likely would have been more effective if held closer to the time of award announcement. An earlier meeting would have better informed State thinking around SIM and integration with other Federal initiatives.

**Quarterly Status Report Review**

Randy reviewed the format of the FY4Q13 SIM quarterly report to determine if the format was satisfactory to the MLT, and explained that the current report was somewhat light due to the fact that it was for the 1st Q of SIM activities, and did not yet contain activities from any of the Maine SIM partners. General consensus was that the format would work moving forward

The Leadership team expressed interest in seeing clearly how the SIM budget and status of that budget could be effectively tracked. Randy Chenard and Dr Flanigan will work together to develop a template and submit to MLT for review

**Steering Committee Chair Report Review**

Dr Flanigan reported on the progress of the Steering Committee and provided some examples as to why he feels the early returns regarding the functionality of this governing body is positive. For example, SC recognized that LTC representation was absent and by consensus agreed to request that a seat be added to the SC to address this void.

**Operational Plan Component Review**

Did not cover due to time constraints

**Leadership Team Role and Escalation Process (Budget and scope changes in addition to escalation)**

Reviewed and discussed role and expectations of Leadership team. Generally speaking, any significant changes to SIM funding or scope recommended by the Steering Committee would need to be approved by the MLT.

**Other discussion:**

* A request was made to have a budget summary report developed for the MLT to be provided with the monthly status report. Randy Chenard and Dr Flanigan will develop a template to be reviewed at the next meeting
* A request was made by Richard Rosen for copies of the contracts with each major SIM partner. Randy Chenard to provide to Richard.
* Clarification was requested on the role of the MLT in public reporting as outlined in SIM Overview presentation on slide 6. Response was that ‘Maine Leadership Team’ denoted on slide 6 was not intended to represent the Maine Leadership Team in SIM governance, but it was intended to be a representation of State Leadership in healthcare through the SIM grant.