



CPAA Support Team

Meeting Summary, 12/17/2015

On Thursday, December 17th, 2015, the CPAA Support Team gathered via teleconference for a meeting to prepare for the January 14th Council meeting.

I. Governance and Structure

Support Team Membership

The group discussed the need for tightening up the structure of the Support Team. Although a basic charter has already been drafted, the group agreed that defining how Support Team membership is determined would be helpful. The group agreed that work group team leads, a variety of sectors, and a variety of geographic locations should all be represented, and that membership should be kept to a small enough number to be efficient.

Next Steps:

Staff will draft a Support Team roles and responsibilities document that will define membership structure. This document will be brought to next month's Support Team meeting for review.

Sustainability Plan

Thus far the sustainability plan has been very conceptual and still needs some development work. Michael O'Neill and Caitlin Safford had already volunteered to assist with development, and Alan Fisher and Liz Davis also volunteered during this call to help with the sustainability plan. One suggestion that the group brought up was to keep in mind that some of the cost saving strategies will be project-specific, so the sustainability plan should be flexible enough to capture savings as projects evolve. Another suggestion was to hire a development contractor who would advise the CPAA on sustainability strategies and funding opportunities.

Next Steps:

Staff will continue to work with these volunteers to finalize a sustainability plan during the first quarter of 2016.

Communications Plan

In discussing the draft communications plan, the group's main focus was on clarifying the definition and role of the local forums. Suggestions included developing a list of local forum membership and structure, setting aside time in council meetings for sharing local forum work and questions, and developing a clear system for utilizing existing local coalitions and task forces.



Next Steps:

The Support Team would like to take these local forum structure questions to the larger council before making any changes to the Communications & Engagement Plan.

Regional Health Improvement Plan (RHIP)

The Support Team discussed how the RHIP work groups should proceed with completing strategy work plans. The group thought it would be helpful to develop a three step process that every work group could complete in the next three to six months, which would include mapping existing activities, defining the value that the CPAA could add, and developing detailed strategies. The group also recognized that there are two work plans that really need to be completed here: the first one is a plan for how the work groups will proceed in strategy development, and the second is a work plan for the actual implementation of the strategic activities or projects. In thinking about resources, the group acknowledged the importance of beginning activities now that can be accomplished without additional funding, while also fleshing out detailed strategies in order to bring in grass roots engagement and potential future funders.

II. Global Waiver

The Support Team agrees that having the global waiver activity menu item suggestions completed by January 7th is a reasonable expectation for the priority area work groups. That way, backbone staff will be able to compile all the templates within the week prior to the January 14th council meeting. Staff will also be available to the work groups to offer help with scheduling and technology needs for completing these templates. It was also noted that these completed templates will be publicly available online once they are submitted to the Health Care Authority.

III. MCO Shared Learning

Because of scheduling conflicts and more time needed to prepare the discussion, the group agreed to postpone the MCO Shared Learning session to February.

IV. Emergent Opportunities

The CPAA is inviting Support Team members to a Participatory Leadership Conference at no charge. Michael O'Neill volunteered to attend, and the group agreed that it was important for a backbone staff member to also attend. Staff will communicate the opportunity to the larger council.

There are still opportunities for data-driven strategy advising from Providence CORE and Community Health worker consulting with the Foundation for Healthy Generations. Staff and facilitators will have more information to share after the holidays.

There is an opportunity for technical assistance from the Empire Health Foundation regarding modeling the impact of interventions over time to predict the direction of cost curves. An in-person meeting will be held on January 8th from 1:00 to 3:00PM to discuss how this assistance, called the "Rethink" model,



may be able to inform the analysis of the CPAA's RHIP strategies. Kat Letat volunteered to attend that meeting, and staff will send an invitation to the rest of the council as well.

V. January Council Meeting Agenda

The group agreed that items tabled during the December council meeting need to be added to the January agenda, along with an explanation of the Rethink model. The Common Measure sets discussion will be postponed, and in the meantime the work group leads will focus on the global waiver activity templates.

Next Steps:

Staff will send out a link to the ACH guide for global waiver templates to the entire council and will also send it out with meeting summaries and in the monthly e-newsletter.

VI. Next Steps

- The Next CPAA Council Meeting is scheduled for **January 14, 2015, 1:00–4:00PM at Summit Pacific Medical Center.**
- The next Support Team meeting is scheduled for **January 28, 2015, 1:30–3:30PM via teleconference.**