

**Ohio Department of Aging/ULTCB Work Group
Subcommittee: Quality Management/Assurance
CHARTER**

<p>Purpose/Mission:</p> <ul style="list-style-type: none"> ▪ To explore the degree to which quality assurance systems can be integrated in a transformed long-term services and supports system and to recommend necessary improvements to the current system. ▪ To explore ways the CMS Quality Framework can be adapted for facility-based care providers as well as home-based providers. 	<p>Guidance Team: ULTCB Work Group</p>
<p>Sponsor: Barbara Riley, Director, Ohio Department of Aging</p>	
<p>Background:</p> <p>House Bill 119 created the Unified Long-Term Care Budget Workgroup. The Workgroup, chaired by the Department of Aging, is to develop a budget that provides consumers a choice and continuum of services, consolidates policymaking authority and budgets in a single entity, and assures the state has a cost effective long-term services and supports system.</p> <p>Not surprisingly, because Ohio has developed a system of long-term services and supports that has historically been based on the development of individual programs, each program has developed its own quality assurance mechanisms.</p> <p>The Centers for Medicare and Medicaid Services (CMS) Quality Framework provides a useful starting point for this work.</p>	
<p>Boundaries: To make recommendations to the ULTCB Work Group</p>	
<p>Key Tasks:</p> <ul style="list-style-type: none"> ▪ To discuss current quality management mechanisms across long-term care settings ▪ To identify key mechanisms needed ▪ To develop a working understanding of the CMS Quality Framework and how it is used ▪ To identify how the Quality Framework can be integrated across long-term care settings 	

**Ohio Department of Aging/ULTCB Work Group
Subcommittee: Quality Management/Assurance
CHARTER**

**Unified Long-Term Care Budget Workgroup
GROUND RULES for Workgroup and all Subcommittees**

Decision-making

- Take straw poll “votes” by show of hands to measure agreement.
- Permit “agree to disagree” decisions by default where we record the input of different points of view.
- Permit tabling of decisions by consensus.
- Permit reopening previous decisions by consensus based on new information.

Alternates & constituents

- Workgroup members may designate an alternate, who would receive all materials and keep current on work of group. If the workgroup member is being represented by an alternate, this should be communicated in advance of the meeting by an email to Roland Hornbostel (rhornbostel@age.state.oh.us)
- Communicate with your constituents between meetings.
- All meetings are subject to Ohio’s “Open Meetings” laws. This means that attendance must be in-person. Participation or meetings by teleconferencing is not permissible.

Conduct in meetings

- Set personal biases aside. Engage in good faith.
- No personal attacks.
- Use “parking lot” to hold an item for future conversation.
- Use brainstorming to collect ideas without response and evaluation.
- Stay on track of schedule and agreed upon accomplishments.
- Speak clearly, not repetitiously, briefly.
- Come prepared and make efficient use of meeting time.
- Seek decisions by consensus (preponderance and group agrees). Everyone can “support it/live with it.”

Communications and media contact

- No single member speaks for the group. Contact with the media should be limited to general subject of discussions. Media contact should be Traci Bell Thomas, Deputy Director, ODA; inquiries should be referred to her.
- Record and communicate participation without attribution.
- Minutes kept by ODA; distributed to members and posted on website.

Facilitators / Public participation

- Facilitators serve at the pleasure of the group.
- Recognize non-participants (including staff) at facilitators’ discretion (where the input is advancing the current discussion).
- Individual conversations with facilitators will be held confidential.
- Facilitators ensure compliance with ground rules.

Caucuses and subgroups

- Plan next agenda by the end of each meeting.
- Make time and space available for caucuses upon request.
- Each meeting shall include time for public comment.

**Ohio Department of Aging/ULTCB Work Group
Subcommittee: Quality Management/Assurance
CHARTER**

Estimated Date of Completion: February 2008

Meeting Frequency and Duration: To be determined by each subcommittee, but at minimum twice a month

Work Group Composition:

Subcommittee Chair – Leads/participates in group discussion, develops meeting content, and communicates recommendations to the ULTCB Work Group

Facilitator/Coordinator (if needed) – Coordinates meeting agendas/locations, keeps the agenda on track, assures notes/minutes are produced, assists Subcommittee Chair in facilitating group discussion

Subcommittee Participants – Subject matter experts who actively engage in discussion about the particular issue/topic and participate in other activities of the subcommittee.

Chair: Beverley Laubert (State Ombudsman/ODA) blaubert@age.state.oh.us

Participants:

See participant list for names and contact information.

Depending on the topic, persons from other organizations may attend meetings in an educational and/or advisory capacity.