**Agenda**

1. **Welcome and Introductions  
   (1-1:10)**
2. **Review Cohort projects members are implementing in their communities**

Each participant will have the opportunity to give a brief overview of who they are, their associated organization, RHP(s) they participate in, and a short overview of the project(s) they are implementing in RHP 8.

**(1:10-1:35)**

1. **Cohort Development**
2. Define Purpose

This should answer two questions: what problem is the Cohort facing and what would be an acceptable outcome? Example:

*The Cohort will seek opportunities to increase communication and more effectively promote shared learning in RHP 8 in an effort to more efficiently implement 1115 Waiver projects with an overall focus on project sustainability.*

**(1:35-2:00)**

1. Define Goals and Aims

The Cohort should develop at least 2-3 overall goals with 1-2 related aims. This provides an opportunity to begin with the end in mind. The goals need to be clearly defined. By defining the desired end result, the magnitude of the change becomes evident. Examples:

*Goal 1: Increase Communication among Cohort Participants*

Aim 1: Discussing access to care and finding MH services/support groups

Aim 2: Develop an RHP 8 online county-based resource list

*Goal 2: Identify early barriers to care and develop plan to address obstacles*

Aim 1: Continuing medical education for primary care physicians

Aim 2: Medication and resources associated with payment   
**(2:00-2:25)**

1. Define Outputs

This should include any hard-copy or soft-copy documents the Cohort hopes to develop and share with others, along with an expected target date for completion. It should include Key Performance Indicators (KPIs)/Continuous Quality Improvement (CQI) activities that measure the intended success. By considering the KPIs at this stage, immeasurable deliverables are eliminated early. The deliverables should include the documents and a process that verifies the deliverables are in place.  
Example:

*Cohort will develop an RHP 8 county-based resource list and have it ready to be published and accessed on the RHP 8 website by January 1, 2015.*

**(2:25-2:50)**

1. Draft Team Charter

A team charter is a document that is developed in a group setting that clarifies team direction while establishing boundaries. It is developed early during the forming of the team. The team charter has two purposes: first, it serves as a source for the team members to illustrate the focus and direction of the team, and second, it educates others, illustrating the direction of the team.  
**(2:50-3:15)**

**(1:35-3:15)**

1. **Next Steps/Adjourn Meeting**
2. Review modes of contact: Google Group, email, etc.
3. Decide on next Cohort meeting objectives and date
4. Select “spokesperson” for Cohort update for RHP 8 bi-weekly conference call scheduled August 19; 9-10 a.m.
5. Review Action Items
6. Adjourn

**(3:15-3:45)**

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Assigned Task** | **Task** | **Date to be Completed** | **Status: Completed/ Not Complete** |
|  | Type up and share meeting notes with attendees |  |  |
|  | Serve as “spokesperson” for bi-weekly call, 8/19 |  |  |
|  | Collect and manage team documents: purpose, goals/aims, charter, outputs |  |  |
|  | Schedule and organize next Cohort meeting |  |  |
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| **RHP 8 Behavioral Health/Primary Care Cohort**  **Team Charter** | | | |
| Date: | | | Version: |
| **Cohort Participants (Name and Organization)** | | | |
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| Facilitator – Ray Helmcamp | | | Co-Facilitator – Joey Smith |
| RHP 8 Program Director – Jennifer LoGalbo | | |  |
| **Purpose Statement** | | | |
|  | | | |
| **Goals and Aims** | | | |
| Goal 1: |  | | |
| Aim 1: |  | | |
| Aim 2: |  | | |
| Goal 2: |  | | |
| Aim 1: |  | | |
| Aim 2: |  | | |
| Goal 3: |  | | |
| Aim 1: |  | | |
| Aim 2: |  | | |
| **Outputs** | | | |
| Output 1: |  | | |
| Output 2: |  | | |
| **Success Measure** | | | |
| Success Measure 1: | |  | |
| Success Measure 2: | |  | |
| **Communication Plan** | | | |
| Provide monthly update to Anchor team for RHP 8 newsletter | | | |
| Give brief re-cap of Cohort activities on RHP 8 bi-weekly phone call | | | |
| Other: | | | |
| Other: | | | |
| **Meeting Log (Date and Focus of Meeting)** | | | |
| July 31, 2014 | | | Initial Cohort kick-off meeting |
| August 14, 2014 | | | Cohort development meeting |
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