Article I. Purpose

The Public Health & Human Services Supervisors Committee works with PrimeWest Health’s Care Management department to provide advice on matters that directly concern PrimeWest Health case management activities within its member counties. The purpose of this Committee is to assist PrimeWest Health in the following areas:

• Facilitate cooperation and communication between PrimeWest Health and the county Public Health/Human Service (PH/HS) agencies within PrimeWest Health’s owner counties and the community at large
• Provide input and guidance to the staff of PrimeWest Health’s Care Management department related to case management and related waiver programs
• Develop and review formal core values and a guiding principles document regarding PrimeWest Health member care management and relationships between county PH/HS staff and PrimeWest Health staff
• Develop, review, and provide input on county case management best practices
• Review and provide input on key statistics and measures for review such as utilization, costs, Health Effectiveness Data and Information Set (HEDIS), Ambulatory Care Sensitive Conditions (ACSC), Emergency Room (ER) utilization, case management outcomes, and other identified reports on a quarterly basis
• Develop and modify Committee mission and charter statements
• Provide input on the outcome of satisfaction surveys
• Actively participate in Committee agenda items and discussions

Article II. Composition

The Committee is called PrimeWest Health Public Health & Human Services Supervisors Committee. It is composed of a supervisor from Public Health and one or more Human Services supervisors from each of PrimeWest Health’s 13 counties.

The Complex Care & Disease Management Manager and the Care Management Specialist provide staff support to this Committee. The Committee requests the assistance of PrimeWest Health personnel when appropriate. The Complex Care & Disease Management Manager and Care Management Specialist are responsible for preparing the agenda and disseminating information.

County case managers are invited to attend at the discretion of the supervisor.
Article III. Organization Structure

PrimeWest Health facilitates the meetings and county supervisors submit agenda items.

Article IV. Procedural Rules

The Committee meets monthly or as scheduled.

Minutes of each meeting are kept and copies are provided to the Committee within two weeks following the monthly meeting; the Director of Care Management provides these meeting minutes to the Committee, the QCCC, and the JPB regularly to provide an account of the activities and actions of the Committee.

The Committee annually reviews and reassesses the adequacy of this charter and recommends any proposed changes.