

## **INFORMATION MANAGEMENT COMMITTEE CHARTER**

### **1. Introduction and Statement of Purpose**

The Executive Council of the Ohio Association of County Behavioral Health Authorities approved the establishment of an Information Management Committee on July 30, 2003. The purpose of the Information Management Committee is to ensure that Board data use drives data collection by:

- 1.1 Recommending the essential data and process model of member boards as determined in statute, and assessing the degree to which boards implement the essential business model
- 1.2 Developing best practice guidelines for use of data required to fulfill the mission of member boards
- 1.3 Serving as a forum and resource for member boards by identifying and sharing existing member expertise, analysis and evaluation tools essential to board business
- 1.4 As requested by the member boards, working to develop new tools or facilitating analysis identifying cost-effective and best practices and/or methods of improving client care and service delivery
- 1.5 Working with member boards, ODMH and ODADAS to develop best practice standards for needs analysis
- 1.6 Responding to OACBHA leadership requests and formulating proposals for consideration by OACBHA leadership
- 1.7 Setting guidelines for acquisition and development of information technology, including RFP and bid process
- 1.8 Identifying opportunities for cost-sharing through joint development of needed information technology
- 1.9 Working with relevant stakeholders to minimize redundant effort and to enhance the likelihood of successful implementation in all endeavors
- 1.10 Assuring that all efforts comply with applicable legal requirements
- 1.11 Optimizing quality improvement efforts and financial efficiency in all endeavors

### **2. Committee Organization**

The Executive Council is responsible for appointing the chairperson of the Information Management Committee. The chairperson must be a Board Executive Director and a member of the Ohio Association of County Behavioral Health Authorities. Other members include Board Executive Directors or their designee(s). In addition, representatives from ODMH and ODADAS will be asked to participate in committee activities as necessary

The Committee will have two subcommittees, the data use subcommittee and the MIS technology subcommittee. Members of the committee may choose to participate in one or both subcommittees.

### **3. Committee Responsibilities**

The Information Management Committee shall accept assignments from the Association's Executive Council, Mental Health Division and the Alcohol and Drug Division. In the event that the Committee

determines it would like to take on a specific task, it must first seek the approval of the Executive Council.

Any position statement or other documentation that are to be brought before the committee for a vote, must be sent out to the full committee at least seven days in advance, or have been discussed in prior meetings so that members have an opportunity to review the document(s) and discuss them internally with their respective Board Director(s).

If such documentation is not presented to committee members at least seven days in advance of a meeting, it may be brought before the committee for discussion purposes, but a vote to approve it cannot occur until the next meeting of the committee.

#### 4. Association Staff Responsibilities

An Association staff member will attend each Committee meeting and will be responsible for maintaining the minutes of each meeting. Minutes shall be circulated to the full membership no later than 7 days after a meeting is held.