

# DATA AND TECHNOLOGY WORKGROUP CHARGE

Franklin County Mental Health Crisis Center Steering Committee

## Co-Chairs

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## Charge

To provide key consumer data, insights, and recommendations about best practices for information sharing and technology needed at the new center.

## General Assumptions

While each workgroup is encouraged to use its expertise to determine topics and issues which should be included, including edits to the deliverables listed below, the Steering Committee has asked that this workgroup's work be guided by no less than the following:

- ◆ Data – collect key consumer data and ensure ability to share information
  - Collect/forecast the following data:
    - Estimate number of consumers served at the center
      - Breakdown data by mode of arrival (EMS, police, walk-in) and Zip code (including out-of-county)
    - Collect data on patients needing medical clearance (by diagnosis code)
  - Information sharing
    - Collect EMRs currently in use by all inpatient/outpatient providers
    - Identify existing data sharing arrangements (e.g., MOUs) while surveying re: EHR systems
    - Ensure all parties can communicate relevant data to ease flow and maximize patient care to best of our ability
    - Make recommendations about technology needs that relate to patient information sharing across systems
  - Flow, flexibility – ensure that design enables functional flow and flexibility

## Deliverables

| Title                      | Brief Description | Targeted Due Date |
|----------------------------|-------------------|-------------------|
| EHR system recommendations |                   | December 2020     |

## Operations and Communications

- ◆ Jonathan Thomas, as project lead, will serve as the liaison for this workgroup to help facilitate external support this workgroup may need from other workgroups or the steering committee.

### Meetings

- ◆ This workgroup will meet (in-person or virtually) at least monthly; all meeting details should be communicated in advance to the project lead.
- ◆ The project lead will schedule all meetings; there will always be a virtual (Zoom) meeting option and all meetings will be recorded.
- ◆ All meetings will have an assigned scribe from the ADAMH staff to capture key notes on a prescribed template.
- ◆ All meetings will limit participants to the identified co-chairs, scribe, project lead, steering committee facilitator (as applicable), and up to two additional representatives per organization. Co-chairs can allow additional representatives for organizations to assure subject matter expertise if they are presenting at a given meeting. Co-chairs should use their discretion on how to assure consumer and family representation in their meetings.

### Steering Committee

- ◆ The co-chairs, scribe, project lead, and steering committee facilitator should participate in all steering committee meetings.
- ◆ Co-chairs will be expected to report out any changes to their charter and progress towards any outstanding deliverables.
- ◆ Organizations represented on the workgroup will be invited to steering committee meetings.

### Website

- ◆ The co-chairs will be asked to regularly update their corresponding website content through monthly communications with identified ADAMH staff.