

Steering Committee Charter

The Department of Health (DOH) State Health Policy and Development Agency (SHPDA) and the Department of Human Services (DHS) Med-QUEST Division are pleased to launch this Committee in early 2025.

1. COMMITTEE PURPOSE AND GOALS

The purpose of the Committee is to establish a consistent forum for ongoing collaboration with key community stakeholders that includes shared education, planning, and coordinated action to advance healthcare transformation initiatives that are in alignment with shared delivery system and community health goals. The proposed goals are as follows:

- Convene and educate Committee members on initiatives including the AHEAD grant.
- Serve as the committee that provides input on AHEAD deliverables such as the selection of statewide population health and equity targets as well as progress reports and other deliverables.
- Identify and design opportunities for collaboration and coordinated action related to improving population health, advancing health equity, and curbing healthcare cost growth that result in models that work for Hawai'i.
- Provide selective guidance to SHPDA and MQD on strategies and direction.

2. AHEAD GOALS

- Improve population health.
- Advance health equity by reducing disparities in health outcomes.
- Curb health care cost growth.
- Develop sustainable payment and delivery initiatives models for O`ahu and the Neighbor Islands.

3. 2025-2027 PRIORITIES

While the Committee is envisioned as an enduring and long-term forum to achieve the goals, it will begin by focusing on a set of specific and immediately relevant priorities for 2025-2027. Initially, the priorities include providing guidance on the:

- Development of the Medicaid Hospital Global Budget (HGB) and primary care payment transformation model, referred to as Primary Care AHEAD, that are aligned with the goals.
- Development of all-payer HGB and Primary Care AHEAD payment models.
- AHEAD deliverables such as completing a State Health Equity Plan, establishing statewide quality and equity targets, and developing Total Cost of Care (TCOC) methodology.

- Terms of the AHEAD State Agreement with CMMI that creates a framework for partnership with CMMI and memorializes Hawaii’s model.

The Committee will determine the priorities for 2028 and beyond in 2027.

4. MEMBERSHIP

The Committee consists of diverse members representing community-based organizations, consumers, provider organizations, and payers. Members are expected to bring expertise and perspectives that support the Committee’s goals. SHPDA and MQD will periodically review the membership and may make changes to ensure a diverse group of stakeholders are represented and the Committee is functioning effectively.

5. ROLES AND RESPONSIBILITIES

Members

- Regular attendance of committee members is expected in order for the Committee to function effectively.
- Actively participate in monthly meetings, discussions, and decision-making processes.
- Provide subject matter expertise to guide the development and monitoring of the deliverables.
- Review materials in advance of meeting to provide informed input.
- Assist with the review of documents, such as the Statewide Health Equity Plan.

Alternates

- Each member may designate an alternate who has voting authority in their absence to ensure continuity and representation.

SHPDA and MQD Participation

- The Administrators of SHPDA and MQD will serve as Executive Sponsors.
- Other staff will attend meeting and provide content and meeting support.

Ex-Officio Member(s)

- Ex-Officio members are non-voting members.

6. MEETING SCHEDULE

Monthly Meetings

- The Committee will meet in-person or in virtual formats for 60 minutes monthly.

Information or Working Sessions

- Periodically, and as determined necessary, SHPDA and MQD may convene information sessions and/or working sessions to present more depth on specific relevant topics. Recordings may be available and distributed to members so they can watch at their convenience.

Working Groups

- Working Groups are needed to focus on specific and complex topics. The Working Groups will provide their input and recommendations to the Committee. The meeting schedule will be determined based on need.

7. DECISION-MAKING PROCESS

Committee members will work to find common ground on issues and strive to seek consensus on all key recommendations. Every effort will be made to reach consensus on recommendations, and opposing views will be explained. In situations where there are strongly divergent views, members may choose to present multiple recommendations on the same topic. If the Committee is unable to reach consensus on key recommendations, decisions on the recommendations will be made by majority vote. Minority views will be included in the meeting summary. Each member or their alternate has one vote.

8. GENERAL PRINCIPLES OF COLLABORATION

- **Relationships:** The Committees purpose will be best achieved by relationships among the members characterized by aloha, mutual trust, responsiveness, flexibility, and open communication.
- **Accountability:** Follow through on commitments and assigned tasks in a timely manner.
- **“Think Outside the Box”:** Be prepared to think and develop create solutions to address the many interests that will be raised throughout the deliberations.
- **Preparedness:** Review all materials provided before the meeting to contribute effectively to discussions.
- **Alternates:** Ensure that designated alternates are briefed and prepared to participate fully in the member’s absence.
- **Confidentiality:** Keep all sensitive and confidential information discussed during meetings private and secure.