

Primary Care Working Group 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 Working Group June 2025.

1. WORKING GROUP PURPOSE AND GOALS

The purpose of the Working Group 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 specific focus for this Working Group will be on developing transformation initiatives for non-Federally Qualified Health Care (FQHC) primary care practices. There is a separate group that focuses on primary care transformation initiatives for FQHCs.

The proposed goals are as follows:

- Convene and educate Working Group members on initiatives including the AHEAD grant, and the primary care transformation model referred to as Primary Care AHEAD.
- Serve as the Working Group that provides input on deliverables related to primary care to the AHEAD Steering Committee and Hawai'i AHEAD team. This may include recommendations of primary care population health and equity targets as well as progress reports and other deliverables.
- Identify and design opportunities for collaboration and coordinated action related to primary care.
- Provide selective guidance to the AHEAD Steering Committee and the Hawai'i AHEAD team on strategies and direction for advancing and supporting primary care.

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 Working Group 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 to the Hawai'i AHEAD team (SHPDA and MQD) as well as the AHEAD Steering Committee on the:

- Development of the primary care AHEAD payment transformation model for non-FQHCs, referred to as Primary Care AHEAD, that are aligned with the goals.
- Development of all-payer Primary Care AHEAD payment models for non-FQHC primary care providers.
- AHEAD deliverables such as establishing statewide primary care quality and equity targets.
- Terms of the AHEAD State Agreement with CMMI related to primary care that creates a framework for partnership with CMMI and memorializes Hawaii's model.

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

4. MEMBERSHIP

The Working Group consists of diverse members representing primary care stakeholders. Members are expected to provide expertise and perspectives that support the Working Group's goals. The Hawai'i AHEAD team will periodically review the membership and may make changes ensure a diverse group of stakeholders are represented and the Working Group is functioning effectively.

5. ROLES AND RESPONSIBILITIES

Members

- Regular attendance of Working Group members is expected in order for the Working Group 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.

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 Working Group will meet in-person or in virtual formats for 60 minutes monthly.

Information or Working Sessions

- Periodically, and as determined necessary, the Hawai'i AHEAD team 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.

AHEAD Steering Committee

- The Primary Care Working Group is needed to focus on specific and complex aspects of primary care. This Working Group provides input and recommendations to the AHEAD Steering Committee on matters related to primary care.

7. DECISION-MAKING PROCESS

Working Group 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 Working Group 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 Working Group's 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.

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