Charter Template

Version 1.0

**Revision History**

| **Date** | **Rev** | **Author** | **Description** |
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# Introduction

*<The SMA should state the intent of the program or workgroup relative to ICD-10 Implementation.>*

# Purpose

*<The purpose describes the reason for the ICD-10 Program or Workgroup. For example, the purpose of the ICD-10 Steering Committee is to guide and monitor the agency’s ICD-10 implementation through the October 1, 2013 compliance date and to maximize the use of ICD-10 codes to improve SMA business processes. This includes building the SMA infrastructure to support these programs.>*

# Scope

*<* *The scope describes the Program or Workgroup work effort in-scope activities and out-of-scope activities. For example, the scope of the ICD-10 Steering Committee includes both the CMS implementation activities for the ICD-10 code sets as well as the high level milestones of the 5010, 3.0, and D.0 implementation, which impact ICD-10 Implementation. However, the ICD-10 Steering Committee scope does not include all implementation activities for 5010, 3.0, and D.0.>*

# Goals and Objectives

*<Clearly define the goals and objectives of the Program or Workgroup. Goals and Objectives should include a brief description and identify the owner. Table 1 provides an example and Table 2 provides a template for the SMA to complete.>*

Table 1: Goals and Objectives Example

| **Goal or Objective** | **Description** | **Owner** |
| --- | --- | --- |
| **Create ICD-10 Awareness** | Create awareness for ICD-10 both internally at the SMA and externally with the SMA partners | Joe Smith, Awareness Coordinator |

Table 2: Goals and Objectives Template

| **Goal or Objective** | **Description** | **Owner** |
| --- | --- | --- |
| ***<Goal 1>*** | *<Description 1>* | *<Owner 1>* |
| ***<Goal 2>*** | *<Description 2>* | *<Owner 2>* |
| ***<Goal 3>*** | *<Description 3>* | *<Owner 3>* |

# Program Benefits

*<The program benefits include any foreseeable benefits to the Program, Workgroup, Institution (e.g., SMA), or Industry (e.g., providers). For example, ICD-10 implementation will enhance payment accuracy, benefitting both the SMA and the providers.>*

# Success Criteria

*<The identified Program or Workgroup success criteria include qualitative and quantitative benchmarks that will be used to evaluate the success of the Program or Workgroup. For example, a success criterion for the ICD-10 Steering Committee could be how often the ICD-10 Steering Committee meets to monitor status of implementation activities for ICD-10.>*

# High-Level Deliverables

*<Program or Workgroup high-level deliverables should identify tasks to monitor Program or Workgroup success criteria. The deliverables identified should include a description, owner, and delivery timeline. Table 3 provides a High-Level Deliverables example and Table 4 provides a template for use in identifying the deliverables.>*

Table 3: High-Level Deliverables Example

| **Deliverable** | **Description** | **Owner** | **Start Date** | **Finish Date** |
| --- | --- | --- | --- | --- |
| **Program Dashboards** | The Program dashboards will monitor the scope, schedule, and budget of the individual ICD-10 activities. | Jane Smith | 10/1/2010 | 10/1/2013 |

Table 4: High-Level Deliverables Template

| **Deliverable** | **Description** | **Owner** | **Start Date** | **Finish Date** |
| --- | --- | --- | --- | --- |
| ***<Deliverable 1>*** | *<Description 1>* | *<Owner 1>* | *<Start Date 1>* | *<Finish Date 1>* |
| ***<Deliverable 2>*** | *<Description 2>* | *<Owner 2>* | *<Start Date 2>* | *<Finish Date 2>* |
| ***<Deliverable 3>*** | *<Description 3>* | *<Owner 3>* | *<State Date 3>* | *<Finish Date 3>* |

# Dependencies

*<The Program or Workgroup dependencies include any areas of the Program or Workgroup dependent upon other initiatives or areas. The dependencies should outline contingency plans. For example, the dependencies for the ICD-10 Steering Committee’s success include installing the new MMIS system. A contingency plan could be, “If the MMIS system is not successfully installed, the SMA plans to update its legacy MMIS system to be compliant. A decision will be made to employ the contingency plan by second quarter 2012.”>*

# ICD-10 Program or Workgroup Membership

*<The membership should list all relevant members, their titles, and roles and responsibilities for the Program or Workgroup. Table 5 provides a membership example and Table 6 provides a template to complete.>*

Table 5: Membership Example

| **Member** | **Title** | **Role and Responsibility** |
| --- | --- | --- |
| **Executive Sponsor** | SMA Director | * Provide executive level leadership at all phases of the ICD-10 implementation life cycle * Coordinate the overall implementation of ICD-10 in CMS Programs * Inform the STEERING COMMITTE of any Office of E-Health Standards and Services ICD-10 strategy or policy decisions that affect the health care industry |

Table 6: Membership Template

| **Member** | **Title** | **Role and Responsibility** |
| --- | --- | --- |
| ***<Member 1>*** | *<Title 1>* | * *<Member 1 roles and responsibility 1>* * *<Member 1 roles and responsibility 2>* * *<Member 1 roles and responsibility 3>* |
| ***<Member 2>*** | *<Title 2>* | * *<Member 2 roles and responsibility 1>* * *<Member 2 roles and responsibility 2>* * *<Member 2 roles and responsibility 3>* |
| ***<Member 3>*** | *<Title 3>* | * *<Member 3 roles and responsibility 1>* * *<Member 3 roles and responsibility 2>* * *<Member 3 roles and responsibility 3>* |

# Stakeholders

*<* *A stakeholder is any person or organization that has an interest in the project outcome, can be impacted by the project, or has an interest and influence on the project. Table 7 provides an example of a stakeholder and Table 8 provides a template for use in capturing the stakeholders.>*

Table 7: Stakeholders Example

| **Stakeholder** | **Roles and Responsibilities** |
| --- | --- |
| **CMCS** | * Monitor overall SMA progress with ICD-10 implementation * Provide technical assistance to the SMAs where applicable |

Table 8: Stakeholders Template

| **Stakeholder** | **Roles and Responsibilities** |
| --- | --- |
| ***<Stakeholder 1>*** | * *<Roles and Responsibilities 1>* * *<Roles and Responsibilities 2>* * *<Roles and Responsibilities 3>* |
| ***<Stakeholder 2>*** | * *<Roles and Responsibilities 1>* * *<Roles and Responsibilities 2>* * *<Roles and Responsibilities 3>* |
| ***<Stakeholder 3>*** | * *<Roles and Responsibilities 1>* * *<Roles and Responsibilities 2>* * *<Roles and Responsibilities 3>* |