Project Charter

Project Description / Purpose

Project Name:	*PRAPARE Tool for Screening Health-Related Social Needs*
Clinic:	*The Guidance Center*
Process:	*Utilizing the PRAPARE tool*
TIP 2.0 Process Milestone:	*Milestone 3 Implement a process for screening for HRSN*
Project Description / Purpose	

Screening members for health-related social needs has been recognized as a critical step for identifying needs of the members and allow us to build community networks to address such needs. Once member needs have been identified The Guidance Center begins the closed loop process of referrals, both inter-agency as well as our community partners to assist in meeting the social needs of our members.

Project Overview

Problem Summary:	*Health-related social needs (HRSN) must be addressed to provide comprehensive treatment to our members including any behavioral health, primary care and/or justice-related needs of our members.*
Desired Outcome(s):	*The Guidance Center's desired outcome is to screen 85% of our members using the PRAPARE tool, and track services provided of 50% of our member indicative to PRAPARE screening results.*
Benefits:	*This will increase our goals of identifying member HRSN needs and connect them to TGC-specific and/or community resource(s) to meet those needs in a closed loop referral system.*

Timeline

	Description of Task and Completion Dates
Task 1	*Create policies regarding the use of PRAPARE July 2024*
Task 2	*Create training tool for PRAPARE assessments July 2024*
Task 3	*Train Staff on PRAPARE tool Sept 2024*
Task 4	*Create system for tracking PRAPARE assessment completion starting Oct 2024*
Task 5	*Begin Tracking of Z and G codes in EHR starting Oct 2024*

* Add new rows as needed.

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Project Scope

In Scope Project Objectives
Training all clinical staff to use the PRAPARE tool which is EMR-embedded. Create process for using the Z and G diagnostic codes applicable to each member's needs.

Out of Scope Project Objectives or Activities
Not addressing the Unite Us tool in this step

Project Team

Team Lead:	*Annie Melzer*	**Project Champion:**	*Devon Forrest*
Process Owner:	*Stephanie Babbitt*	**Process Manager:**	*Jen Frey*

Stakeholders			
Stakeholder	**Title**	**Department**	**Organization**
Dr. Glen Austin DO	*Medical Director*	*Pediatrics*	*Flagstaff Pediatrics*
Dr. Ron Tuckman MD	*Medical Director*	*Family Medicine*	*NCHC*
Nicole Goodwin	*Nurse Practitioner*	*Outpatient Services*	*The Guidance Center*

Project Team Members	
Name	**Team Role**
Ash Rupp	*Outpatient Clinical Services Manager*
Susan Nelson	*Outpatient Therapy and Community Services Manager*
Carlos Villela	*Crisis Lead Clinician*
Angela Hernandez	*Member Services Manager*

Signatures

Process Owner	*Stephanie Babbitt, PhD*
Project Champion	*Devon Forrest*
Team Leader	*Annie Melzer*