**Implementation Council Onboarding Workgroup**

**Friday September 25th 2015, 12:30-2:00pm**

**1 Ashburton Place - Charles River Conference Rm.**

**Boston, MA**

**Attendees:** Suzann Bedrosian, Olivia Richard, Florette Willis

**Handouts:** Agenda, Onboarding Presentation from 9-11-15 Implementation Council Meeting

The following recommendations were made by the Onboarding Workgroup as part of the orientation process for new Council members.

* Create New Council Member Welcome Packages - UMMS staff to assemble
  1. One Care Key Terms and Abbreviations
     1. From definitions section of 3-way Contract
     2. Other frequently used term and abbreviations
  2. One Care outreach material
     1. [One Care Booklet](http://www.mass.gov/eohhs/docs/masshealth/onecare/one-care-bk.pdf)
     2. [One Care Facts and Features](http://www.mass.gov/eohhs/docs/masshealth/onecare/facts-and-features-brochure.pdf)
     3. [List of Covered Services 1-pager](http://www.mass.gov/eohhs/docs/masshealth/onecare/services-covered-by-one-care.pdf)
  3. [Implementation Council FAQ document](http://www.mass.gov/eohhs/docs/eohhs/healthcare-reform/state-fed-comm/implementation-council-faq.pdf)
  4. [Implementation Charter](http://www.mass.gov/eohhs/docs/eohhs/healthcare-reform/prev-meetings/2013/130510-charter.pdf)
  5. [Implementation Council By-Laws](http://www.mass.gov/eohhs/docs/eohhs/healthcare-reform/prev-meetings/2013/130510-by-laws.pdf)
  6. [Approved Motions](http://www.mass.gov/eohhs/docs/eohhs/healthcare-reform/prev-meetings/2015/150911-approved-motions.pdf)
  7. [Implementation Council 2014 Annual Report](http://www.mass.gov/eohhs/docs/eohhs/healthcare-reform/prev-meetings/2015/150529-ic-annual-report-2014.pdf)
  8. [2015-2015 Work Plan](http://www.mass.gov/eohhs/docs/eohhs/healthcare-reform/prev-meetings/2015/150911-work-plan.pdf)
  9. [Early Indicator Project Reports](http://www.mass.gov/eohhs/consumer/insurance/one-care/one-care-early-indicators-project-eip-reports.html)
* Convene an Implementation Council Welcome Gathering before the next Council meeting
  + UMMS staff will look into reserving meeting space 1 hour before the next Implementation Council meeting and the possibility of providing refreshments
  + Distribute Welcome Packages
  + Ask MassHealth to provide introductions of their staff and teams at the new members first Council meeting
* Include a Diversity and Inclusion Training
  + Set aside ½ hour at an upcoming Council meeting for a Council member-led training
  + Florette will lead this training and gather ideas and topics from other Council members
  + As a part of this training, discuss Council interest in a longer training or in developing an online training for Council members and other diverse groups
* Host a Follow-up Onboarding meeting
  + Schedule a meeting with the Onboarding Workgroup members, chairs and new Council members after the new members’ first Council meeting
  + Use meeting time to answer new Council member questions and discuss opportunities for involvement in Council activities such as outreach and other activities outline in the 2015-2016 Work Plan
  + Onboarding Workgroup to develop agenda and lead meeting