Iowa Community HUB Charter

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I   The Iowa Community HUB

CHPcommunity is a nonprofit organization doing business as the [Iowa Community HUB](#) (HUB). The HUB follows the Administration for Community Living (ACL) guidelines and strategies of a community care hub (CCH) working with network partners to connect Iowans with meaningful evidence-based programs, with a focus on reducing health disparities for priority populations who experience greater obstacles to health. The HUB is unique in that it serves the entire state of Iowa, collaborating with organizations state-wide to maximize resources and support community initiatives through clinic to community partnerships, community engagement and inclusion, support for local and virtual evidence-based programs, navigation, and focus on health equity and sustainability to advance health and social care. The HUB has been in existence since Feb. 2020.

Mission Statement:
Support community partners to initiate, expand, and sustain health and wellness programs and services that address important health issues facing our communities.

Purpose:
1. <u>Connect Individuals</u> – We help individuals connect to health promotion programs and social care services within Iowa Communities.
2. <u>Support Organizations</u> – We help build an organization's capacity to provide programs and services that address important health issues.
3. <u>Facilitate Referrals</u> – We make it easy to refer to evidence-based programs and social care services.

II   Overall Strategic Plan 2021-2025

Objective #1 – Create a HUB model that connects individuals of all ages, abilities, and incomes to programs and services that address the social drivers of health and decreases the occurrence or severity of chronic disease in Iowa. (Access)

Objective #2 – Provide support to community-based organizations (CBOs) in their implementation, expansion, and sustainability of quality programs and services through a membership relationship that strengthens the mission and culture of CBOs. (Support)

Objective #3 – Design the HUB to share data securely and effectively with community-based partners

spanning multiple programs and services boosting statewide health initiatives and community care coordination. (Care Coordination)

Objective #4 – Partner with translational research scientists to ensure optimal effectiveness and implementation of community programs and communications between HUB stakeholders. (Quality)

Objective #5 – Establish a financial plan braiding public and private funding sources for a sustainable infrastructure for the HUB network intended for the continuous efforts to improve the health of Iowans. (Sustainability)

II   HUB Advisory Group

The HUB Advisory Group is comprised of individuals from a diverse network of community-based organizations across the state that engage in a "learning forum" around the CCH model and work to bridge clinic-community efforts in Iowa. The group operates as a flat / open network which creates a welcoming and collaborative sharing environment for members to communicate openly about challenges, barriers, and successes regarding our work to bridge health and social care. The group meets every other month providing the stage for communities, health care organizations and state agencies to work together to build a strong social care ecosystem.

Role of an Advisory Group member:
- Attend Advisory Group meetings and provide an independent source of information and advice in areas such as strategic planning, development, and management of activities and projects that bridge health and social care through a community care hub model.
    o HUB Advisory Group meets virtually every other month for one hour.
- Read minutes, reports, and other documents to keep abreast of HUB activities.
- Review HUB materials and provide guidance in the development and/or dissemination of these materials.
- Disseminate relevant HUB information to organizational members or employees, partner organizations, and/or community members through list servs, websites and newsletters as appropriate.
- **Subcommittees –** Five separate subcommittees meet in the months between. Members have the option to participate in subcommittees that align with their passion and/or professional work and time commitment.

Community Care Hub Subcommittee - Addresses the role of the HUB in Medicaid transformation initiatives and value-based payment models, directs efforts towards equitable access to social care services by advancing the CHW role within the HUB and community, supports clinical-community linkages and plans around data integration and interoperability among network partners.

Implementation and Translational Research Subcommittee - Works to build capacity and create best practices that facilitate the adoption, implementation, and maintenance of evidence-based programs across the state. Consistent with the HUB model, this subcommittee is set up as a partnership between researchers and community stakeholders to facilitate collaborative grant writing efforts, develop best practices for trainings and program delivery, create standardized processes for evaluation of HUB activities, and create data reporting that brings value to each of the stakeholders in the network (payers, providers, connectors, and CBOs). Activities are guided by leaders from The Iowa State University (ISU)

Translational Research Network (U-TuRN) which serves as the translational research partner for the HUB.

Membership Subcommittee - Supports CBOs through dedicated time to connect with program delivery organizations to share their successes, challenges, questions, and best practices in a networking atmosphere.

HUB Diversity Equity and Inclusion (DEI) Task Force - Provides insight and strategic direction to guide DEI strategies and implementation. Goals for the task force include capturing the lived experience of diverse perspectives, utilizing lived experience perspectives to drive HUB decisions and operations, cultivating a welcoming and inclusive community, and ensuring skill building opportunities for HUB network partners in providing culturally appropriate and inclusive care for all Iowans.

Independent Data and Safety Monitoring Board (DSMB) – Established in 2023, the five-member DSMB works to ensure the safety of research participants and the integrity of study data. The board periodically monitors progress, efficacy, safety, and other confidential data from grant projects affiliated with the HUB. The DSMB review is centered in analysis of Adverse Events (AEs) and Serious Adverse Events (SAEs) including their occurrence, grading, and causality. The HUB collectively hosts a DSMB annual online meeting where updates are provided on recruitment, enrollment, participant safety reports and status of the ongoing projects. The Board may decide to meet more often if a project presents higher risk to the subjects, the population is vulnerable, or when there is a large volume of data to review.

See Addendum 1 for more details on when and how often the subcommittees meet.

III   Iowa Community HUB Responsibilities

- Manage HUB operations, partner and vendor relations, and membership services for the successful achievement of the HUB strategic plan.
- Work with HUB Board of Directors to develop, implement, and evaluate the 5-year strategic action plan of the HUB.
- Lead the development and maintenance of the HUB charter.
- Organize and manage HUB Advisory Group meetings including developing agendas and sending out meeting summaries.
- Achieve CDC DPRP full recognition and MDPP supplier status and maintain recognition status in good standing on behalf of CBOs to achieve sustainable funding for CBO program efforts.
- Execute and manage MOUs/data sharing agreements with community-based organizations to enable secure exchange of personal health information (referrals) for program delivery.
- Execute and manage health care contracts for payment of services related to connecting patients to evidence-based programs and social care services delivered by CBO network partners.
- Execute and manage data sharing agreements and end user license agreements with vendors selected for billing and payment services/database management system/interoperability/ CRM processes. Contracts will enable access of a proprietary cloud-based claim processing service for the purposes of tracking CBO participant programmatic or customer service data and insurance coverage information and submitting claims on behalf of CBOs, enable

multidirectional referral system, navigation services, report generation, and management of CBO membership and partner network.

- Execute and manage contractual relationships with "Connector" partner organizations to enhance statewide system interoperability for the purpose of optimally connecting individuals with the programs and services that address social care needs.
- Direct the development of, and subsequently operate, a sustainable community care hub model for Iowa in partnership with the Board of Directors, HUB Advisory Group, HUB subcommittees and community stakeholders to support the mission and purpose of the Iowa Community HUB.
- Convene regular check-ins with CBOs to report on progress, identify and resolve challenges, provide feedback on experiences, review reports on program outcomes and claim's reimbursement, and discuss new opportunities for enriching the CBO-HUB partnership.
- Convene quarterly meetings with healthcare system and state agency partners to report on progress, identify and resolve challenges, provide feedback on experiences, and discuss new opportunities for enriching the partnership.
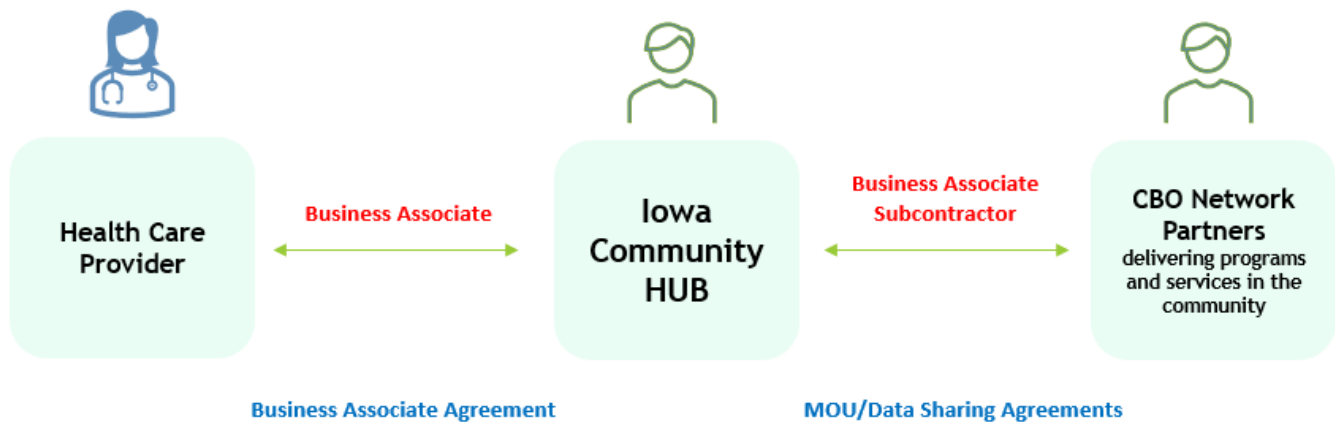
IV   Membership: see Addendum 2 for list of members and Addendum 3 for future CBO network partner membership options.

V   Translational Science

In collaboration with the ISU Translational Research Network (U-TuRN), the HUB employs implementation science methods and translational research paradigms to evaluate the short and long-term impacts of programming at both organizational and individual levels. The use of participatory research methods for enrolling CBOs will ensure effective training and tracking of data through the system. Using translational science within the HUB model not only provides support for CBOs across the state with their delivery of EBPs at a scale needed to see public health impact, but it also has the potential to allow researchers to study implementation processes and program sustainability, so that continual optimization and enhanced implementation of EBPs through HUB members occurs. In addition, using behavioral science principles and methods leads to optimum program effectiveness for participants and valuable communications back to the medical team (s) for enhancing patient care. The commitment to ongoing research and program evaluation at all system levels will enable refinement of programming and partnerships to support patient outcomes and long-term sustainability of programming over time.

VI   Compliance with HIPAA

The HUB will conduct business with honesty and integrity and in compliance with all applicable federal, state, and local laws. As a covered entity, the HUB is committed to protecting the confidentiality of protected health information (personal, medical, financial and insurance) in compliance with all aspects of the Health Insurance Portability and Accountability Act, 42 U.S.C. 1320d *et seq*. and its associated regulations ("HIPAA").

Health Care Provider ←— **Business Associate** —→ Iowa Community HUB ←— **Business Associate Subcontractor** —→ CBO Network Partners delivering programs and services in the community

Business Associate Agreement   **MOU/Data Sharing Agreements**

Community care hubs maintain a cybersecurity and risk framework that keeps them in regulatory compliance with healthcare standards and deploys IT tools to facilitate secure data sharing with healthcare and CBO members. The HUB is a Business Associate ("BA") of covered entities, such as healthcare providers, as defined and referred to under HIPAA. Accordingly, the HUB takes reasonable steps to comply with the requirements under HIPAA including having a signed Business Associate Agreement ("BAA"). The HUB (BA) shares referral information with a CBO network partner for program delivery. CBO is a Business Associate Subcontractor (BAS) with HUB and BAS is expected to appropriately safeguard the shared referral information. All confidential information shared within the HUB or with BAs and BASs will be the minimum necessary to accomplish the task or project and meet a documented need for the confidential information.

The HUB will provide a HIPAA and data security training and assessment process for its CBO network partners. These compliance efforts will help the Iowa Community HUB work towards fulfilling regulatory and contractual requirements with healthcare partners for administering payment to the network members.
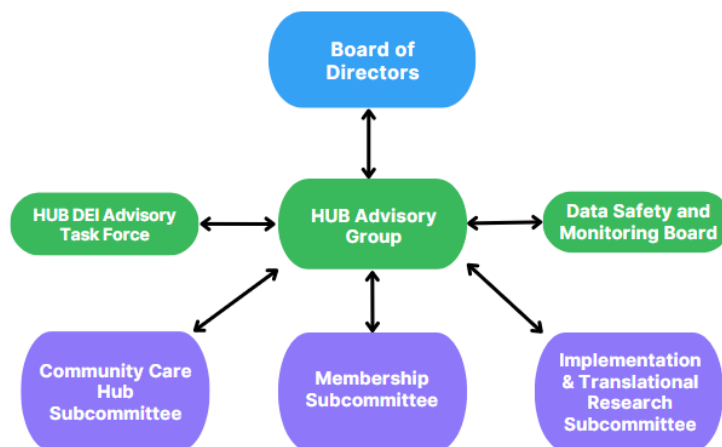
For more information:

www.iacommunityhub.org

https://www.facebook.com/chpcommunityiowa/

Board of Directors
- Strategy development around financial acumen
- Development of strategic action plans
- Ongoing evaluation of liability risk
- Assess data governance through coordinated data security

Board of Director meetings occur the 4th Fridays of every other month at 12:00 PM.

HUB Advisory Group
- Provide the stage for communities, health care organizations and states to work together to build a strong social care ecosystem.
- Gather feedback from a diversity of voices to inform statewide SDOH efforts.
- Foster cross-sector collaborations
- Support integration of social care into the health care continuum

Meetings take place on the 4th Friday of every other month at 9:00 AM.

Subcommittees
1. **Community Care HUB**
- Create a role for the HUB in Medicaid transformation initiatives and value-based payment models.
- Ensure equitable access to health-related social needs services by advancing the CHW role.
- Enable person-centered, care coordination through sophisticated clinic-community linkages
- Support and inspire innovative payment models.
- Enhance data integration and interoperability among network partners

Meetings take place on the 1st Wednesday of every other month at 2:00 PM.

2. **Membership Subcommittee**
   - Support community-based organizations through membership
   - This group works as an "open office hours" giving time to connect with delivery organizations to share their successes, challenges, questions, and best practices.

   Meetings take place monthly on the 2nd Wednesday of the month at 9:00 AM.

3. **Implementation and Translational Research** – Led by ISU U-TuRN
   - Facilitate collaborative grant writing efforts
   - Promote quality assurance - continuous performance improvement
   - Develop best practices for training and implementation
   - Create standardized processes for delivery and evaluation

   Meetings take place on the 4th Friday of every other month at 9:00 AM (alternating with Hub Advisory Group)

4. **Data Safety and Monitoring Board**
   - Ensure the safety of research participants and the integrity of study data.
   - Monitor progress, efficacy, safety, and other confidential data from grant projects affiliated with the HUB.

   Meetings occur annually. The Board may decide to meet more often if a project presents higher risk to the subjects, the population is vulnerable, or when there is a large volume of data to review. The Chairman may also call an ad hoc meeting depending on safety or efficacy concerns.

5. **HUB DEI Advisory Task Force**
   - Grow our understanding of the lived experience of diverse perspectives.
   - Ensure the HUB meets its values of community engagement and inclusion, health equity, and sustainability to advance health initiatives.
   - Utilize lived experience perspectives to drive HUB decisions and operations.
   - Cultivate a welcoming and inclusive community.
   - Ensure skill building for program delivery organizations and health care systems in providing culturally appropriate and inclusive care for all Iowans.

   Meetings take place quarterly on the 3rd Friday at 8:00 AM.

ADDENDUM 2

List of Members of the HUB Advisory Group – 01-19-2023

Organization	Contact and Role
Iowa Department of Health Human Services	Ali Grossman, Referral-Based Intervention Coordinator
National Association of Chronic Disease Directors	Ali Jaglowski, Public Health Consultant
Iowa State University	Alison Phillips, Associate Professor of Psychology
Iowa Department of Health Human Services	Andrew Minear, Diabetes Primary Prevention Coordinator
Iowa Department of Health Human Services	Angela Doyle Scar, Executive Officer - Office of Healthcare Transformation
CyncHealth	Angela Greene, Chief of Staff, Office of the CEO
MercyOne Des Moines	Angela Shanahan, RN Case Manager
Capital City Fruit	April Fox, E-Commerce Manager
Findhelp	Art Lopez, VP, Sales and Business Development
Iowa State University	Ashley Scudder, Research Scientist
Iowa Rural Health Association	Audrey Tran Lam, Environmental Health Program Manager
U of I Prevention Research Center for Rural Health	Becky Bucklin, Research and Project Manager, Community & Behavioral Health
Primary Health Care	Bery Engebretsen, Chief Visionary
Telligen	Brian Feist, Senior Quality Improvement Facilitator
Iowa Association of Community Providers	Brita Nelson, Technical Assistance Coordinator
HIRTA	Brooke Ramsey, Business Development Manager
Iowa Healthcare Collaborative	Cari Seddon, Director Community Quality Initiatives
Iowa Falls Prevention Coalition	Carlene Russell, Dietitian
UnityPoint Health - Des Moines	Chris McCarthy, Community Health Project Manager
ISU Indicators Program	Chris Seeger, Iowa Program Director
University of Iowa	Colette Galet, Associate Research Scientist
Broadlawns Medical Center	Dana Danley, MD, Program Director, Broadlawns Family Medicine Residency
Iowa State University Extension and Outreach	Dawn Dunnegan, Human Sciences Specialist, Family Wellbeing
Humana	DeAndreya Searight, DSNP Community Engagement Executive
Iowa Chronic Care Consortium	Deb Kazmerzak, CHW Program Director
ISU College of Human Sciences	Deb Sellers, Associate Dean for Academic Personnel, State Specialist, ISU Extension and Outreach
VA Central Iowa	Denise Behrends, Director of Therapy Services
National Association of Chronic Disease Directors	Elizabeth (Lisa) Erck, Public Health and Worksite Wellness Consultant

Iowa Department of Health Human Services	Eliza Daly, BRFSS Coordinator
United Way	Eric Rentfrew, Operations Manager with 211
Iowa State University	Greg Welk, Professor of Research, Director of U-TuRN
National Association of Chronic Disease Directors	Heather Murphy, Public Health Consultant
Iowa State University - Department of Kinesiology	Jacob Meyer, Associate Professor
Primary Health Care, CHPcommunity	Jennifer Groos, Lead Faculty for COPC Quality Improvement
Iowa Hospital Association	Jennifer Nutt, Vice President, Nursing and Clinical Services
United Way	Jessica Nelsen, Community Impact Coordinator
Iowa Department of Health Human Services	Jill Myers-Geadelmann, Bureau Chief
Molina Healthcare of Iowa	Jill Villalobos, VP, Healthcare Services
University of Northern Iowa	Jimmy Reyes, Instructor Department of Nursing and Public Health
Amerigroup	John McCalley, Health Equity Director
Hello Better Healthcare, LLC	Joy Doll, Consultant
Iowa Medical Society	Kady Reese, Director Education and Engagement
National Association of Chronic Disease Directors	Katherine (Katie) Cacal, Public Health Communications Specialist
Iowa Chronic Care Consortium	Kathy Kunath, Training and Partner Relations
University of Iowa	Kathy Lee, Adult Injury Prevention Coordinator
Iowa Department on Aging	Kent Ohms, Community Living Director
Iowa Association of Area Agencies on Aging	Linda Hildreth, Executive Director
Iowa State University - Human Sciences Extension and Outreach	Lyndi Buckingham-Schutt, Assistant Professor Community Nutrition and Health
Iowa Department on Aging	Liz Fridley, Health Promotion Director
Iowa Medical Society	Lori Byrd, Manager, Initiatives and Special Projects
EveryStep	Maci Andersen, Community Health 5210 Coordinator
Iowa Department of Health Human Services	Maggie Ferguson, Brain Injury and Disability Manager
National Association of Chronic Disease Directors	Mari Brick, Public Health Consultant
Iowa Department of Health Human Services	Marilyn Jones, Program Planner 2
Above + Beyond Cancer	Mary Van Heukelom, Program Director
Unite Iowa	Megan Middaugh, Community Engagement Manager
Iowa Primary Care Association	Megan Westerly, Clinical Quality Consultant
Telligen	Michael Boyson, Program Specialist, Federal Health Solutions
Iowa State University	Michael Dorneich, Associate Professor
Iowa Compass	Mike Lightbody, Program Manager
Capital City Fruit	Mike Schmidt, E-Commerce Business Development Executive

Molina Healthcare of Iowa	Nafissa Egbuonye, AVP of Growth and Community Engagement
Iowa Department of Health Human Services	Olivia Diggs, Epidemiologist, Iowa BRFSS/YRBS
Iowa Total Care	Paul Mulhausen, Chief Medical Director
Iowa Primary Care Association	Rachel Goss, Senior Director of Transformation
DM Supportive Housing;	Sarah Wigen, Director of Impact
Iowa Department of Health Human Services	Shelley Horak, Executive Officer/Project Manager
Milestones Area Agency on Aging	Sonita Oldfield-Carlson, Evidence-based Programs Coordinator
Happy at Home Consulting	Sydney Marshman, Chief Executive Officer
Iowa Primary Care Association	Tiffany Conroy, Integrated Health Consultant
Molina Healthcare of Iowa	Tim Gutshall, Chief Medical Officer
Easterseals Iowa	Tracy Keninger, Rural Solutions & Assistive Tech Program Director
Constellation Quality Health	Vicky Kolar, Quality Specialist
Findhelp	Vickie Walsh, Community Engagement Manager
Iowa Alliance of YMCAs	Wade Riedinger, Executive Director

Iowa Community HUB
Tiered Membership

We invite you to join our mission-aligned partner network to expand Iowa's capacity to initiate, grow, and sustain evidence-based programming.

The Iowa Community HUB is a nonprofit organization providing healthcare systems with the ability to extend beyond the walls of the clinic joining community partners in better managing chronic disease in Iowa.

As a member of the HUB, you can pursue program **sustainability and achieve scale** because HUB arrangements demonstrate network adequacy and greater collective impact.

HUB Basics	HUB Complete	HUB Specialty
	HUB Basics included	HUB Basics included
• Connect with HUB's Referral Network		HUB Complete included
• Statewide Program Promotion	• Referral Management	
• Resources for Program Management	• Full Participant Navigation + Retention Support	• Billing + Claims Reimbursement
• Disability Resources for Inclusive Programming	• Program Management Database	• Access Sustainable Reimbursement through contracting
	• Program Report Generation	• Coverage under HUB Payer Contracts
	• Referral Correspondence	• Coverage under HUB Medicare Supplier Status
	• Reporting to National Funders	• Operate with HUB DPRP Full Recognition Status
		• Support for DPRP Reporting Requirements