

# MN Omaha System Users Group Charter

## Mission:

To help Minnesota Omaha System Users achieve accurate and consistent use of the Omaha System, to advance and standardize public health practice, improve documentation, achieve quality data collection, reliable outcome reporting, and data-based decision making.

## Vision:

Excellence in applications of the Omaha System by public health care practitioners, educators, and researchers will result in improvements in the health of individuals and communities in Minnesota.

## Purpose:

The Minnesota Omaha System Users Group (MOSUG) is a voluntary community of practice dedicated to leveraging the experience, expertise and insight of the users who foster the meaningful use of the Omaha System in Minnesota to promote population health. Through the sharing of information, resources, education, and collaborative work, Minnesota Omaha System Users Group strives to:

- Increase their knowledge and effectively apply the Omaha System to improve and standardize public health practice
- Work on quality improvement in areas such as assessment, standardized care plans, reliable outcomes ratings, quality data collection, and research efforts
- Nurture Omaha System innovation, expertise and leadership

## Values:

The Minnesota Omaha System Users Group values excellence, innovation, communication and people.

## Background:

The Minnesota Omaha System Users Group was started in 2001 by Karen Monsen and Linda Olson Keller in response to an identified opportunity to network about the Omaha System.

## Authority/Empowerment:

The Minnesota Omaha System Users Group authority/empowerment rests within the membership.

## Key Dependencies/Resources:

- Minnesota Omaha System Users Group Steering Committee
- Local public health agencies
- National and international Omaha System users collaboration
- University of Minnesota Omaha System Partnership - The Omaha System Partnership for Knowledge Discovery and Health Care Quality <http://omahasystempartnership.org/>
- Minnesota Department of Health <http://www.health.state.mn.us/>

- The Omaha System: A Key to Practice, Documentation, and Information Management, Reprinted 2nd Edition By Karen S. Martin, RN, MSN, FAAN, Health Care Consultant, Martin Associates, Omaha, Nebraska  
<http://omahasystem.org/>
- Technical expertise:
  - <http://omahasystemmn.org/index.php> support is provided by the web master
  - Technical support is provided for a web conferencing tool

### Decision Making:

Decisions are made by consensus.

### Group Composition and Roles:

The Minnesota Omaha System Users Group is open to everyone. Participants include representatives from public health, home care, acute care, education, and software companies from Minnesota, other states and nations.

It is desirable that each user:

- Have some basic knowledge and understanding of the Omaha System
- Be interested in, and advocate for, the Omaha System and the associated benefits, usage, information technology and Minnesota Omaha System Users Group initiatives
- Appreciate that Omaha System users are on a continuum of learning, and represent varying interests

### Minnesota Omaha System Users Group Website:

<http://omahasystemmn.org/>

The Minnesota Omaha System Users Group website is a central location to share work with each other and with the wider Omaha System community.

Some of the things found at the website include:

- Omaha System care plans from diverse programs and agencies
- KBS rating guide supplements
- Examples of ways to present Omaha System data
- Academic projects and publications

# MN Omaha System Users Group Meeting Guidelines

Meetings are held bi-monthly (January, March, May, July, September, and November).  
Users may attend via web and telephone conference call, or in person.  
Meetings are hosted and facilitated by users in various regions of the state.

- **Agenda**

Users recommend topics for consideration in advance of the meeting and the Minnesota Omaha System Users Group Steering Committee creates the final agenda.

Agendas may include the following items in the context of Omaha System practice:

- Announcements /updates
- Documentation and information management
- Resource sharing
- Emerging issues
- Practice models
- Topics for education and awareness
- Mandates
- Publications
- Ad hoc, sub-committee, and other user reports
- Guest presentations
- User recruitment
- Discussion of agenda topics for future meetings

- **Meeting Minutes**

Note taking responsibility is rotated among the users on a voluntary basis. Minutes are posted on the website *by the* Minnesota Omaha System Users Group Steering Committee facilitator.

Users are encouraged to submit any questions or comments by email to the Minnesota Omaha System Users Group Steering Committee facilitator before the next meeting.

- **Meeting Attendance**

Users can attend by remote communication (telephone and web conferencing), without advance notification to the host site facilitator.

Participants planning to attend the meeting at the host site should contact the site facilitator in advance, to assure that there is adequate seating.

- **Details on Convening the Meeting**

The Minnesota Omaha System Users Group Steering Committee will suggest and plan for meeting dates and host sites for the Minnesota Omaha System Users Group.

The Minnesota Omaha System Users Group Steering Committee Facilitator duties are to:

- Assist the host site, as needed, in arranging for the Minnesota Omaha System Users Group meeting
- Assure that the host-site has arranged telephone and web conferencing, utilizing technical support
- Announce the meeting with a brief message to the Omaha System List Serv ([OMAHA-L@lists.ufl.edu](mailto:OMAHA-L@lists.ufl.edu)) with the date and time, host site conference telephone call-in numbers and web conferencing log-in information, the location address, the agenda and the web site for viewing past meeting minutes: <http://omahasystemmn.org/>