

Provider Advisory Group Charter

Date: updated 5/24/2017

Overview

The Division of Medicaid is required to meet the rules and guidelines defined by The Centers for Medicare and Medicaid Services (CMS) in order to receive Federal funding for Developmental Disability (DD) services within the Idaho State Plan and or approved Waiver(s) to the State plan. The DD Children’s benefit program currently in place does not meet existing CMS guidance. The Children’s DD Services Enhancement project has been launched to identify and execute the needed changes to meet compliance as well as the needs of Idaho children for DD Services.

Advisory Group Purpose

The purpose of the Provider Advisory Group (PAG) is to aid the state in understanding the impacts and needs within the Provider experience in the area of Developmental Disability needs of Children, assisting the State of Idaho Divisions of Medicaid and Family and Community Services (FACS) in support of CMS requirements to move state plan coverable services for children with developmental disabilities into the Idaho Medicaid State Plan.

Advisory Group Goals

The goals of the PAG are to:

- Participate as a subgroup of the Children’s DD Services Enhancement project.
- To work together with state Department staff to review and provide feedback on recommendations developed by project development groups.

The recommendations for benefit development and implementation must stay within the scope and limitations of the Children’s DD Services Enhancement project. The scope is defined in the project plan and includes CMS federal rules and guidelines and the State’s budget limitations and authority.

Recommendations developed will be specific to state identified services adding or moving to the State Plan and include:

- Habilitative Intervention Services
- Family Training
- Therapeutic Consultation
- Crisis Intervention

Roles & Responsibilities

The PAG roles and responsibilities are defined for the purpose of the listed goals and the Children’s DD Services Enhancement project need. The PAG will have a chair and a co-chair

who will work to lead the group in achieving the goals outlined. The following members and his/her role on the Group have been determined as follows:

| Name | Role | Responsibility |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sarah Spaulding | Chair | Facilitate communications, group meetings, meeting minutes and documentation. Ensure alignment with project goals and stakeholder engagement model. |
| | Co-Chair | Backup to Chair and Chair responsibilities |
| Carolyn Burt <i>Backup: Michael Case</i> | Medicaid Representative for DD Child Policy & rule, CMS rules and guidelines specific to DD Children | Represent Medicaid Child DD Policy and benefit change goals and outcomes. Provide knowledge and understanding of DD Child rules, requirements, limitations, history |
| Bobbi Hamilton <i>Backup: Rebecca Fadness</i> | Family & Community Services (FACS) representative for FACS Operations | Represent Family & Community Services (FACS) and DD Child Operations. Provide insight, understanding, limitations of FACS operations as well as DD Child redesign learnings and improvement opportunities |
| Holly Molino <i>Backup: Heath Ivers Tammera Smith</i> | DD Provider representative – East Hub | Regional Provider Representative: Provide information on delivery experience, service needs, budget needs, speak to impact, issues, other. Share and solicit information to their provider hub |
| CarlyAnn McLaren <i>Backup: Nina Brandes</i> | Idaho Association of Community Providers (IACP) | Representative for IACP delivery experience, service needs, budget needs, speak to impact, issues, other. Share and solicit information to association members |
| Nina Brandes <i>Backup: CarlyAnn McLaren</i> | DD Provider representative – West Hub | Regional Provider Representative: Provide information on delivery experience, service needs, budget needs, speak to impact, issues, other. Share and solicit information to their provider hub |
| Suzanne Johnson <i>Backup: Tammy McCafferty</i> | DD Provider representative – North Hub | Regional Provider Representative: Provide information on delivery experience, service needs, budget needs, speak to impact, issues, other. Share and solicit information to their provider hub |
| Ludee Vermass <i>Backup: Shannon Grosshans</i> | SBS Provider representative | School Based Services representative, delivery experience, service needs, budget needs, speak to impact, issues, other. Share and solicit information to SBS provider group. |
| Amy Clark <i>Backup: Chelsey Ferguson</i> | SBS Provider representative | School Based Services representative, delivery experience, service needs, budget needs, speak to impact, issues, other. Share and solicit information to SBS provider group. |

Length and Scope of Membership

Members of the group have been determined and invited by the Children’s DD Services Enhancement project team based on the perceived need for benefit experience, interest and or knowledge related to the Children’s DD Traditional & Family Directed benefits model. The members and officers are expected to serve for a period of **6/2016 to 7/2019** which is the time anticipated for planning, development, implementation and quality assurance of the changes to the Children’s DD benefits.

Accountability

The PAG comes under review by the Children’s DD Services Enhancement project and Governance to ensure members work according to the charter and do their part to meet the project and organizations' goals.

Authority and Decision Making

The PAG does not have decision making authority however, the review and recommendations of the PAG will be considered to inform the IDHW project and benefit decision making. It is expected that recommendations will be delivered to project and stakeholder groups as follows:

- Clinical, Family Directed and Traditional Advisory Group recommendations will first go to the project team who will provide feedback.
- Once feedback is received, recommendations will then go to the PAG for review and further feedback.
- Once feedback is addressed, recommendations will go forward to inform additional stakeholder groups and obtain their feedback and address concerns
- Additional feedback may require further review by development teams until satisfactory
- All recommendations will ultimately need to be approved by project executive sponsorship.

Meeting Schedules

The frequency of meetings will be determined and agreed upon by the PAG members. The group will look at meeting monthly to start, and will meet in person and use video and web meeting tools to aid in attendance. Meeting frequency may be reduced over time as project deliverables are completed.

Meeting Format

The general format for each meeting will be to review the status of action items from previous meetings, provide updated information that may impact the group, address agenda items prepared by or brought to the group.

- Agenda items will be solicited and a meeting agenda will be emailed out in advance of the meeting
- The meeting minutes will be completed by the group Chair and distributed to meeting participants for feedback and finalization. Final copies will be distributed to all participants.

Supports

The Provider Advisory Group is a valued subgroup of the Division of Medicaid’s Children’s DD Services Enhancement project and will be supported by the Project Manager and project team.