

MAAC Operating Guidelines

Article I AUTHORITY

The Department of Human Services (DHS) established the Medical Assistance Advisory Committee in compliance with 42 Code of Federal Regulations, Section 431.12. The Medical Assistance Advisory Committee is referred to interchangeably as the MAAC or Committee in the body of the Operating Guidelines.

Article II MISSION

The mission of the MAAC is to provide the DHS with advice about access to and delivery of quality health care services in an efficient, economical, and responsive manner to low income individuals and families.

Article III PURPOSE

The purpose of the MAAC is to advise the DHS on issues of Medical Assistance (MA) policy development and program administration.

Article IV MEMBERSHIP

IV-1. - Appointments

Members shall be appointed by the Secretary of the DHS (Secretary). The Deputy Secretary of the Office of Medical Assistance Programs (OMAP) will solicit nominations for membership from current MAAC members and other sources and will make recommendations to the Secretary. An individual's knowledge and interest in health and medical needs of low income population groups and with resources available for their care shall be noted by those making nominations.

IV-2. - Size

The voting membership of the Committee shall have no less than 15 members and no more than 25 members. The Deputy Secretary of the OMAP or a designee shall serve as the Ex-Officio (without a vote) Co-Chair. The Secretary may designate additional Ex-Officio members.

IV-3. - Composition

In general, the MAAC shall be composed of citizens of the Commonwealth of Pennsylvania with experience, knowledge, and interest in the delivery of health care services to low income citizens and medically vulnerable groups in the Commonwealth. More specifically, membership shall include health care providers and other representatives of health care professions who are familiar with the medical needs of low-income population groups and with the resources available and required for their care; current providers who participate in the MA Program; managed care organizations under contract with the DHS; representatives of MA consumer and provider organizations; current or former MA consumers, their parents or family members; and other persons knowledgeable about the health care needs of low-income population groups. Committee membership shall also include the five Subcommittee Chairs and the Secretary or his/her designee serving as Ex-Officio (without a vote) members.

IV-4. - Terms

The standard appointment shall be for a two-year term. Members may be reappointed with no limit on the number of terms. The Secretary may appoint a member for a term of less than two years, when a term of less than two years supports efficient operations of the MAAC (e.g., to stagger term expiration dates).

IV-5. - Resignations

Any member desiring to resign from the MAAC shall submit his/her resignation in writing to the Committee Chair and the Secretary.

IV-6. – Attendance and Absences

Member attendance is a fundamental aspect of committee business. DHS staff will contact a member regarding their participation and intent after two unexcused absences, or following a pattern of absences. The Secretary may terminate a member's appointment after three unexcused absences or upon the MAAC's recommendation.

A member must notify the Committee Chair or the Ex-Officio Co-Chair, or designee, of an anticipated absence in order for the absence to be considered excused. The excused absent member is encouraged to send an alternate in his/her place. The alternate may participate in the meeting as part of the general public but has no official voting rights and will not be included in the count for a quorum.

Article V OFFICERS

V-1. - Officers and Terms

The officers of the MAAC shall be a Chair, Vice-Chair, and Ex-Officio (without a vote) Co-Chair. With the exception of the Ex-Officio Co-Chair, an officer shall serve for a two-year term and may serve for no more than two consecutive terms in an office. The officers shall perform the duties prescribed by the Operating Guidelines.

V-2. - Appointment of Officers

The Secretary shall appoint a Chair and Vice-Chair from the general MAAC membership considering the individual's past participation on the Committee. His/her term of office shall begin at the first meeting following appointment. The Deputy Secretary of the OMAP or a designee shall serve as Ex-Officio Co-Chair of the MAAC.

Article VI EXECUTIVE GROUP

The Executive Group of the MAAC consists of the Chair, Vice-Chair, Ex-Officio Co-Chair of the Committee and Chairs of the five standing Subcommittees. These individuals shall constitute the Executive Group of the MAAC with operating responsibility to arrange Committee meetings and be available between regularly scheduled meetings. The Executive Group may convene, as necessary, prior to the MAAC meeting to consider business to be presented at the Committee meeting.

Article VII MEETINGS, QUORUM, and VOTING

VII-1. - Meetings

The MAAC will meet at least twice a quarter but may meet the third month in the quarter as needed. Additional or special meetings may be recommended by or through the Executive Group and held with the concurrence of the Ex-Officio Co-Chair. Prior to each MAAC meeting, the Executive Group

and the Ex-Officio Co-Chair or his/her designee shall coordinate and set the agenda for the upcoming Committee meeting. The agenda will include topics identified by DHS and/or recommended by the MAAC Executive Group. It is the duty of MAAC Executive Group to identify and to propose agenda topics to DHS, for DHS' consideration.

VII-2. – Official Action

The MAAC Chair, or Vice-Chair in the Chair's absence, shall facilitate the general conduct of the Committee meeting in accordance with the agenda, call for motions and recommendations, and call for member votes. Recommendations approved by the MAAC shall be submitted in writing, by the MAAC Chair, to the Secretary.

VII-3. - Quorum

A quorum, consisting of a majority (more than half) of all appointed MAAC members, is required for formal motions and votes introduced at the Committee meetings. If an excused absent member is represented by an alternate, that alternate has no official voting rights and shall not count as part of the quorum. In the absence of a quorum, the meeting may proceed for discussion purposes and the minutes of the meeting must reflect the lack of a quorum, number of members participating in the meeting, and details of the discussion.

VII-4. - Majority Vote

The basic requirement for Committee approval of a recommendation is a majority vote. A majority vote occurs when a vote for approval is cast by more than half of the appointed MAAC members at a regular or properly called Committee meeting at which a quorum is present. Votes shall be conducted by voice.

VII-5. – Sunshine Act

Meetings of the Committee are subject to the Pennsylvania Sunshine Act 65 Pa.C.S.A. § 702.

Article VIII GENERAL: SUBCOMMITTEES

VIII-1. - Structure and Appointments

The five standing Subcommittees of the MAAC are the Consumer, Fee-for-Service Delivery System, Managed Care Delivery System, Long-Term Services and Supports Delivery System, and Managed Long-Term Services and Supports Subcommittees.

For the Consumer, Fee-for-Service Delivery System and Managed Care Delivery System Subcommittees, the Deputy Secretary of OMAP shall appoint a Chair and Vice-Chair from the general memberships of each Subcommittee, designate an Ex-Officio Co-Chair for each Subcommittee, and consider nominations for and appoint members to each Subcommittee. Consideration in appointing Subcommittee Members shall include individuals knowledgeable and interested in matters that come before the Subcommittee. The majority of members of the Consumer Subcommittee shall be current recipients of Medical Assistance.

For the Long-Term Services and Supports and the Managed Long-Term Services and Supports Subcommittees, the Deputy Secretary of OLTL shall appoint a Chair and Vice-Chair from the general memberships of each Subcommittee, designate an Ex-Officio Co-Chair for each Subcommittee, and consider nominations for and appoint members to each Subcommittee.

VIII-2. - Membership and Terms

The Consumer, Fee-for-Service Delivery System and Managed Care Delivery System Subcommittees shall have at least 10 members and no greater than 15 members. The standard appointment shall be for a two-year term. Members may be reappointed with no limit on the number

of terms. The Deputy Secretary of OMAP may appoint a member for a term of less than two years, when a term of less than two years supports efficient operations of the Subcommittee (e.g., to stagger term expiration dates). An individual may be appointed to more than one Subcommittee at any given time.

The Long-Term Services and Supports Delivery System Subcommittee shall have at least ten 10 members and no greater than 20 members. The standard appointment shall be for a two-year term. Members may be reappointed with no limit on the number of terms. The Deputy Secretary of OLTL may appoint a member for a term of less than two years, when a term of less than two years supports efficient operations of the Subcommittee (e.g., to stagger term expiration dates). An individual may be appointed to more than one Subcommittee at any given time.

The Managed Long-Term Services and Supports Subcommittee shall have at least 10 members and no greater than 25 members. A majority of the Subcommittee membership shall be users of long-term care services and supports or family caregivers. The standard appointment shall be for a two-year term, and members may serve no more than 2 consecutive two-year terms. An individual who has served 2 consecutive two-year terms may be reappointed to the Subcommittee following a two-year period of non-membership. The Deputy Secretary of OLTL may appoint a member for a term of less than two years, when a term of less than two years supports efficient operations of the Subcommittee (e.g., to stagger term expiration dates). An individual may be appointed to more than one Subcommittee at any given time.

VIII-3. - Resignations

For the Consumer, Fee-for-Service Delivery System and Managed Care Delivery System Subcommittees, any member desiring to resign from the Subcommittees shall submit his/her resignation in writing to the Subcommittee Chair and the Deputy Secretary of OMAP.

For the Long-Term Services and Supports and the Managed Long-Term Services and Supports Subcommittees, any member desiring to resign from the Subcommittees shall submit his/her resignation in writing to the Subcommittee Chair and the Deputy Secretary of OLTL.

VIII-4. – Attendance and Absences

Member attendance is a fundamental aspect of Subcommittee business. DHS staff will contact a member regarding their participation and intent after two unexcused absences, or following a pattern of absences.

The Deputy Secretary of OMAP (for the Consumer, Fee-for-Service Delivery System and Managed Care Delivery System Subcommittees) or Deputy Secretary of OLTL (for the Long-Term Services and Supports and the Managed Long-Term Services and Supports Subcommittees) may terminate a respective Subcommittee member's appointment after three unexcused absences or upon the Subcommittee's recommendation.

A Subcommittee member must notify the Subcommittee Chair or the Ex-Officio Co-Chair, or designee, of an anticipated absence in order for the absence to be considered excused. The excused absent member is encouraged to send an alternate in his/her place. The alternate may participate in the meeting as part of the general public but has no official voting rights and will not be included in the count for a quorum.

VIII-5. - Meetings

Standing Subcommittees shall meet at least quarterly. Meetings may be held more frequently.

VIII-6. - Official Action

The Subcommittee Chair shall facilitate the general conduct of the Subcommittee meeting in accordance with the agenda, call for motions and recommendations, and call for member votes. Approval of a recommendation requires a majority vote. Recommendations approved by the Subcommittee for consideration as MAAC business shall be submitted in writing, by the Subcommittee chair or designee, to the MAAC Chair.

VIII-7. - Quorum

A quorum, consisting of a majority (more than half of all appointed Subcommittee members), is required to take formal action on matters before the Subcommittee at regularly scheduled, additional, or special meetings. In the absence of a quorum, the meeting may proceed, for discussion purposes and the minutes of the meeting must reflect the lack of a quorum, number of participating members, and details of the discussion.

VIII-8. – Majority Vote

The basic requirement for Subcommittee approval of a recommendation is a majority vote. A majority vote occurs when a vote for approval is cast by more than half of the appointed Subcommittee members at a regular or properly called Subcommittee meeting at which a quorum is present. Votes shall be conducted by voice.

VIII-9. – Sunshine Act

Meetings of the Subcommittees are subject to the Pennsylvania Sunshine Act 65 Pa.C.S.A. § 702.

Article IX CONSUMER SUBCOMMITTEE

IX-1. - Mission

The mission of the Consumer Subcommittee is to be a resource to the MAAC enabling the Committee to advise the Department of Human Services on issues regarding access to service and quality of service.

IX-2. - Purpose

The purpose of the Consumer Subcommittee is to review and advise the MAAC on policy development and program administration of publicly funded Medical Assistance programs.

IX-3. - Members

Subcommittee members shall be appointed by the Deputy Secretary of OMAP. A majority of the members of the Consumer Subcommittee shall be current MA consumers and may also include representatives of: current or former MA consumers, their parents or family members; low-income groups whose membership is primarily MA consumers; advisory groups advocating on health care issues for low-income Pennsylvanians, aging or elderly Pennsylvanians, Hispanic or other ethnic groups, health care issues relating to certain diseases or health care conditions; and others knowledgeable and interested in matters that come before the Subcommittee. Members of the Consumer Subcommittee may serve on other Subcommittees.

Article X FEE-FOR-SERVICE DELIVERY SYSTEM SUBCOMMITTEE

X-1. - Mission

The mission of the Fee-for-Service Delivery System Subcommittee is to be a resource to the MAAC enabling the Committee to advise the Department of Human Services on issues regarding access to service and quality of service.

X-2. - Purpose

The purpose of the Fee-for-Service Delivery System Subcommittee is to review and advise the MAAC on policy development and program administration of the State's fee-for-service delivery system.

X-3. - Members

Subcommittee members shall be appointed by the Deputy Secretary of OMAP. Members of the Fee-for Service Delivery System Subcommittee shall be representatives of health care professions, such as pharmacy, durable medical equipment, dental, medical, home health, hospitals and other health care practitioners; consumers; the public health arena; and others who are knowledgeable and interested in matters that come before the Subcommittee. At least one member of the Subcommittee shall be a current MA consumer.

Article XI MANAGED CARE DELIVERY SYSTEM SUBCOMMITTEE

XI-1. - Mission

The mission of the Managed Care Delivery System Subcommittee is to be a resource to the MAAC enabling the Committee to advise the Department of Human Services on issues regarding access to service and quality of service.

XI-2. - Purpose

The purpose of the Managed Care Delivery System Subcommittee is to review and advise the MAAC on policy development and program administration of the State's physical and behavioral health managed care programs.

XI-3. - Members

Subcommittee members shall be appointed by the Deputy Secretary of OMAP. Members of the Managed Care Delivery System Subcommittee shall include representatives of practitioners, such as a medical director of a managed care plan; managed care plans, such as HMOs; federally qualified health centers; county government; and others who are knowledgeable and interested in matters that come before the Subcommittee. At least one member of the Subcommittee shall be a current MA consumer who is also a member of the Consumer Subcommittee.

Article XII LONG-TERM SERVICES and SUPPORTS SUBCOMMITTEE

XII-1. - Mission

The mission of the Long-Term Services and Supports Subcommittee is to be a resource to the MAAC enabling the Committee to advise the Department of Human Services on issues regarding access to service and quality of service.

XII-2. - Purpose

The purpose of the Long-Term Services and Supports Subcommittee is to review and advise the MAAC on policy development and program administration of the State's long-term care programs, including the range of services available to older Pennsylvanian's and those with disabilities.

XII-3. - Members

Subcommittee members shall be appointed by the Deputy Secretary of OLTL. Members of the Subcommittee shall include users of OLTL services and members who represent the following: Living Independence for the Elderly (LIFE), Assisted Living Facilities, Centers for Independent Living, Adult Day Care, Aging and Disability Advocates, Home Health Agencies, Hospice, local Area Agencies on Aging, personal care homes, home health agencies, managed care organizations, and nursing home provider associations. At least three members of the Subcommittee shall be current Home and Community-Based Services consumers.

Article XIII
MANAGED LONG-TERM SERVICES AND SUPPORTS SUBCOMMITTEE

XIII-1. – Mission

The mission of the Managed Long-Term Services and Supports Subcommittee is to be a resource to the MAAC enabling the Committee to advise the Department of Human Services on issues regarding access to service and quality of service.

XIII-2. – Purpose

The purpose of the Managed Long-Term Services and Supports Subcommittee is to review and advise the MAAC on policy development and program administration of the State's managed long-term services and supports programs, including the range of services available to older Pennsylvanian's and adults with physical disabilities.

XIII-3. – Members

Subcommittee members shall be appointed by the Deputy Secretary of OLTL. Members shall include users of managed long-term services and supports, family caregivers, consumer advocates and members who represent the following: Managed Long-Term Services and Supports Organizations, Adult Day Services, Home Health Services, Home Care Services, Personal Assistance Services, Nursing Facilities, Assisted Living Residences and other provider types in this model of services. A majority of the Subcommittee members shall be users of managed long-term services and supports or family caregivers.

Article XIV
TRAVEL AND SUBSISTENCE

XIV-1. - Reimbursement

Duly appointed members of the MAAC and Subcommittees may request reimbursement of expenses incurred in the performance of their official duties to attend scheduled MAAC and Subcommittee meetings, subject to Commonwealth policies and rates of reimbursement. Payments made for travel and subsistence are subject to audit by the Commonwealth. With the exception of consumer alternates, a non-voting alternate attending in an appointed member's absence will not receive reimbursement of expenses.

XIV-2.- Advancement

Members may request a cash advancement when travel assignments create a financial hardship subject to Commonwealth policies and rates of reimbursement.

XIV-3. - Cooperation

Members requesting reimbursement or travel advancements shall complete necessary forms and comply with Commonwealth policies.

Article XV
OFFICE OF MEDICAL ASSISTANCE PROGRAMS (OMAP) AND OFFICE OF LONG TERM LIVING (OLTL)

XV-1. - Responsibilities

The OMAP shall provide staff support as a liaison with the MAAC, as well as the Consumer, Fee-for-Service Delivery System and Managed Care Delivery System Subcommittees. The OLTL shall provide staff support as a liaison with the Long-Term Services and Supports and the Managed Long-Term Services and Supports Subcommittees

Staff support may include independent technical assistance as needed to enable the MAAC and Subcommittees to make effective recommendations in fulfilling their mission and purpose. At the request of MAAC and Subcommittee Chairs and concurrence of the Ex-Officio Co-Chairs, staff support may include handling meeting arrangements, taking minutes of meetings, arranging presentations and arranging participation of appropriate DHS staff.

XV-2. - Member Participation

DHS shall make financial arrangements to ensure the participation of appointed voting consumer members and advise members of the Commonwealth's policies and rates of reimbursement and advancement of travel expenses. The OMAP shall carry out this function for the MAAC, as well as the Consumer, Fee-for-Service Delivery System and Managed Care Delivery System Subcommittees. The OLTL shall carry out this function for the Long-Term Services and Supports and the Managed Long-Term Services and Supports Subcommittees.

Prompt action shall be taken on a member's request to ensure timely reimbursement or advance payments for their allowable expenses.