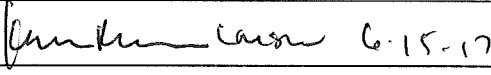


**SWMBH MI Health Link Operating Policy 4.11**

<b>Subject:</b> Stakeholder Participation on ICO Advisory Committee		<b>Accountability:</b> Utilization Management	<b>Effective Date:</b> 04/01/2015	Pages: 3
<b>REQUIRED BY:</b> <b>BBA Section</b> _____ <b>PIHP Contract Section</b> _____ <b>NCQA/URAC Standard</b> _____ <b>Other</b> <u>MOU Section III E 10 Michigan Three Way Agreement, Sec(s) 1.53 and 2.94, SWMBH-Meridian Agreement Section 5.10, SWMBH-Aetna Better Health Agreement Sec 5.8</u>			Last Reviewed Date: 5/25/17	Past Reviewed Dates: 07/16/15
<b>LINE OF BUSINESS:</b> <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> 1115 Waiver <input type="checkbox"/> Healthy Michigan <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> SUD Block Grant <input checked="" type="checkbox"/> MI Health Link <input type="checkbox"/> OTHER: _____		<b>APPLICATION:</b> <input checked="" type="checkbox"/> SWMBH Staff and Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> Other: _____	Last Revised Date: 5.25.17	Past Revised Dates: 07/16/15
Approved : <u> 6-15-17</u>			Required Reviewer: Director of UM & ME	
Date: _____				

**I. Purpose**

To establish the process for Southwest Michigan Behavioral Health (SWMBH) nomination, support and oversight of SWMBH representatives on MI Health Link Integrated Care Organizations (ICO) Advisory Councils congruous with Centers for Medicare and Medicaid Services (CMS)-Michigan Department of Health and Human Services (MDHHS) Memorandum of Understanding (MOU), Three Party (CMS-MDHHS-ICOs) Agreement and SWMBH-ICO Agreements.

*Contract Between United States Department of Health and Human Services Centers for Medicare & Medicaid Services In Partnership with the State of Michigan each (ICO) that contracts with SWMBH "...shall establish at least one ICO Advisory Council and a process for that council to provide input to the governing board of the ICO's parent organization and that will provide regular feedback to the ICO's governing board on issues of Demonstration management and Enrollee care."*

**II. Policy**

Each ICO shall create Advisory Council(s) for stakeholders to provide feedback on implementation which shall include stakeholders affiliated with SWMBH and appointed by the SWMBH Executive Officer.

**III. Standards and Guidelines**

A. ICO Responsibilities

1. The ICO shall ensure that the ICO Advisory Council: (Michigan Three Way contract section 1.53 and 2.94:

a. Shall be comprised of enrollees, family members and other caregivers that reflect the diversity of the Demonstration population including individuals with disabilities

## SWMBH MI Health Link Operating Policy 4.11

- i. Meets at least quarterly and provide a permanent record of proceedings that are reported to MDHHS
    - ii. Composition reflects the diversity of the Demonstration, including a mix of enrollees, caregivers, and local representation from key community stakeholders such as advocacy organizations, faith-based organizations and other community-based organizations with one third of the advisory board composed of Enrollees
  - b. The ICO must accommodate and support the ICO Advisory Council members by arranging necessary transportation, appropriate communications, and other measures to ensure and encourage their full participation on the ICO Advisory Council.
- B. SWMBH Responsibilities
  1. SWMBH Director of Utilization Management (UM) and Member Engagement will facilitate the appointment, support and oversight process of SWMBH representatives to ICO Advisory Councils.
  2. SWMBH Senior Leadership will assist the SWMBH Director of UM and Member Engagement to identify potential representatives.
  3. SWMBH will ensure equal distribution of representation for populations.
  4. Director of UM and Member Engagement shall serve as mentor to provide member support and interface across SWMBH.
  5. SWMBH Policy 6.10 Stipend will apply to all non-staff council members accepted by ICOs onto their councils, unless such support is derived from ICOs.
- C. Considerations of the SWMBH Application and Selection Criteria
  1. Those selected for nomination to ICO Advisory Committee shall be either:
    - a. A current active member of the SWMBH Behavioral Health (BH) and/or Substance Use Disorder (SUD) system and a Medicare/Medicaid Beneficiary who has opted into the MI Health Link demonstration project; or
    - b. A guardian of a member who has opted into the MI Health Link demonstration project; or
    - c. A caregiver of a member who has opted in to the MI Health Link demonstration project; or
    - d. A key community stakeholder such as an advocacy organization, faith-based organizations and other community-based provider organizations; or
    - e. A SWMBH Senior Leader or Duals Demo Project Manager.
  2. Final selections shall be made by the SWMBH Chief Executive Officer.
  3. Nominations shall be for one year from date of acceptance onto ICO Council and subject to annual review and renewal or non-renewal with or without cause.
- D. Membership Expectations
  1. Each member will be expected to act as liaison to the committee and communicate information to and from the council and SWMBH.
  2. Each member will adhere to the Council Charter for the Council(s), including but not limited to attendance minimums. SWMBH reserves the right to impose stricter attendance minimums.
  3. Each member will follow ICO procedures and rules related to Council participation.
  4. Each member notify the ICO Advisory Committee if there is a need for materials provided through a method other than email or for any other necessary accommodation.

## SWMBH MI Health Link Operating Policy 4.11

### IV. Definitions

A. ICO Advisory Council: To obtain meaningful enrollee and community input on issues related to MI Health Link management, quality, and Enrollee services and supports, each ICO has at least one consumer advisory council and a process for that council to provide input to the governing board of the parent organization. The ICO Advisory Council composition reflects the diversity of the MI Health Link Enrollees. At least one half of the ICO Advisory Council includes a mix of Enrollees, caregivers, and local representation from key community stakeholders such as advocacy organizations, faith-based organizations, and other community-based organizations, with one third of the ICO Advisory Council composed of Enrollees.

### V. References

- A. Memorandum of Understanding Section III E 10
- B. Michigan Three Way Agreement, Sections 1.53 and 2.94
- C. SWMBH-Meridian Agreement Section 5.10
- D. SWMBH-Aetna Better Health Agreement Section 5.8

### VI. Attachments

None

