

MEM – Medical Assistance Advisory Council (MAAC) Minutes

Purpose:

To assist IME Communications Staff with the processing and posting of MAAC IA Health Link Public Comment meeting minutes.

Identification of Roles:

IME Communications Staff
Secretary to the Medicaid Director
Medicaid Director
MAAC Co-Chairpersons

Performance Standards:

As outlined in 2016 Iowa Acts, Chapter 137, section 63, “The Department of Human Services shall partner with appropriate stakeholders to convene monthly statewide public meetings beginning in March 2016, and bi-monthly statewide public meetings beginning March 2017 and continuing through December 31, 2017, to receive input and recommendations from stakeholders and members of the public regarding Medicaid managed care... The input and recommendations of the public meetings shall be compiled by the Department of Human Services and submitted to the Executive Committee of the Medical Assistance Advisory Council...”

Path of Business Procedure:

Step 1: Minutes are to be taken and meetings recorded at each IA Health Link Public Comment Meeting

Minutes of meetings are to include:

- a. Date
- b. Time
- c. Place of meeting
- d. MAAC Executive Committee members present
- e. Stakeholder, member, and provider comments and questions

Step 2: IME Communications Staff will draft a detailed meeting minutes document within 24 business hours following the meeting based on information obtained from the meeting. IME Communications Staff will follow the template utilized in prior meetings. Examples of previous minutes may be found on the IA Health Link Public Comment Meeting webpage (<https://dhs.iowa.gov/iahealthlink/IHL.Public.Comment.Meetings>).

Step 3: Following completion of drafted meeting minutes, IME Communications Staff will submit minutes to the Secretary of the Medicaid Director for the Medicaid Director’s review.

Step 4: Following receipt of Medicaid Director’s revised minutes, IME Communications staff will email the MAAC Co-Chairpersons for final review of minutes.

Step 5: Once revisions have been made and the Medicaid Director and Co-Chairpersons have approved the minutes, IME Communications Staff will distribute copies of the meeting minutes at the following MAAC Executive Committee and Full Council meetings.

Forms/Reports:

N/A

RFP References:

N/A

Interfaces:

N/A

Attachments: