

MEM – Medical Assistance Advisory Council (MAAC) IA Health Link Public Comment Meetings

Purpose:

To assist IME Communications Staff with the scheduling and document requirements associated with MAAC IA Health Link public comment meetings.

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 meetings shall be held in both rural and urban areas, in small communities and large population centers, and in a manner that is geographically balanced. The Department shall encourage representatives of Medicaid managed care organizations to attend the public meetings. 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: IME Communications Staff is to develop a drafted IA Health Link Public Comment Meeting schedule consisting of potential meeting dates and locations in accordance with 2016 Iowa Acts, Chapter 137, section 63 requirements.

- a. Meetings are to be held monthly statewide between March 1, 2016 and April 30, 2017.
- b. Meetings are to be held bi-monthly statewide between March 1, 2017 and December 31, 2017
- c. The meetings are to be held in both rural and urban areas, in small communities and large population centers, and in a manner that is geographically balanced.

1. Locations will be determined by population in each Iowa county

Step 2: Following the initial drafting of the IA Health Link Public Comment Meeting schedule, IME Communications Staff will contact venues in the potential locations to determine venue availability.

- a. If Venues are available, book the venue and continue to Step 4.

- b. If venues are not available, continue to Step 3

Step 3: IME Communications Staff will attempt to schedule the meeting in a city that has approximately the same size as that which was not available.

- a. Ensure that the meeting is being scheduled in a matter that is geographically balanced.
- b. Continue until venue is available then book the venue

Step 4: IME Communications staff will update the drafted schedule with date, location and venue and give a copy of the schedule to the Secretary to the Medicaid Director for the Medicaid Director's review.

Step 5: Once requested revisions have been made and the document has been approved by the Medicaid Director, the document will be emailed to the MAAC Co-Chairpersons for final review and approval.

Step 6: Once revisions have been made and the Medicaid Director and Co-Chairpersons have approved the schedule, IME Communications Staff will post the document to the IA Health Link Public Comment Meeting webpage (<https://dhs.iowa.gov/iahealthlink/IHL.Public.Comment.Meetings>).

Forms/Reports:

N/A

RFP References:

N/A

Interfaces:

N/A

Attachments: