

MEM – Medical Assistance Advisory Council (MAAC) Agenda

Purpose:

To assist IME Communications Staff with the processing and posting of MAAC agendas.

Identification of Roles:

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

Performance Standards:

441 Iowa Administrative Code 79.7(4b), requires the agenda for a meeting of the MAAC Full Council to be distributed “at least two weeks in advance of the meeting.” Executive Committee agendas are to be distributed one week prior to the meeting. It is the policy of the full MAAC that, once agendas are distributed to the full MAAC, staff will notify members that there is an opportunity to suggest additional discussion or action items, and that these should be forwarded to the chair of the full MAAC one week prior to the scheduled full MAAC meeting. The Chairpersons will review any additional suggestions from members for items to be added, and will revise and issue a final agenda five days prior to the time and date of the upcoming full MAAC meeting.

Path of Business Procedure:

Step 1: The Co-Chairpersons shall be responsible for the development of the agenda for the Full MAAC.

The Co-Chairpersons will email the IME Communications Staff topics for discussion at the future meeting between two to three weeks prior to the upcoming meeting.

Step 2: The IME Communications Staff will develop a draft agenda based on the items provided by the Co-Chairpersons.

Step 3: The IME Communications Staff will email the draft agenda to the Co-Chairpersons and Medicaid Director for review.

Step 4: The IME Communications Staff will schedule a conference with the Co-Chairpersons and Medicaid Director to review and approve the draft agenda. The conference call will take place two to three weeks prior to the upcoming meeting.

Step 5: Following the conference call, the IME Communications Staff will revise the agenda including the edits provided by the Co-Chairpersons and Medicaid Director. The IME Communications staff will then email the agenda to MAAC members one to two weeks prior to the meeting

- a. MAAC Executive Committee agendas will be emailed to Executive Committee members one week prior to the meeting.

- b. MAAC Full Council agendas will be emailed to Full Council members two weeks prior to the meeting.

Step 6: The IME Communications Staff will post the agenda to the Medical Assistance Advisory Council (MAAC) webpage

(https://dhs.iowa.gov/ime/about/advisory_groups/maac).

Step 7: Additional approved edits may be made to the agenda, if requested by Co-Chairpersons, up to 24 hours prior to the scheduled meeting. All approved edits will be posted to the Medical Assistance Advisory Council (MAAC) webpage.

Forms/Reports:

N/A

RFP References:

N/A

Interfaces:

N/A

Attachments: