

**OHIO DEPARTMENT OF MEDICAID
MEDICAL CARE ADVISORY COMMITTEE
OPERATING GUIDELINES**

Section 1: Basis for Operation

The Medical Care Advisory Committee (MCAC) is established, in part, to comply with 42 CFR 431.12 Subpart A and Sec. 1902(a)(4) of the Social Security Act. The MCAC authority and scope of responsibility shall meet the Ohio State Medical Assistance Plan requirements, and any additional advisory duties as may be deemed appropriate by the Director of the Ohio Department of Medicaid.

Section 2: Purpose

The purpose of the MCAC shall be to provide advice on policy development and program administration to the Director of the Department regarding the Department's health and medical care services. This may include policy, program, and financial items involving availability, utilization, abuse, accessibility, quality, cost, continuity of care, and comprehensiveness of the Title XIX (Medicaid) and XXI (SCHIP) programs, and other publicly funded health care programs administered by the department.

The MCAC may use the following means to achieve its purpose:

1. Review and make recommendations on Title XIX, XXI programs administered by the Department, or coordinated by the Department and administered by other departments, and other publicly funded health care programs administered by the Department.
2. Identify unmet health and medical care service needs to Title XIX and XXI recipients and other low-income persons and recommend possible solutions.
3. Identify, review and assist with program planning and program outcomes and evaluation regarding service problems, policy issues, and concerns of providers and consumers involved in the Title XIX, XXI and other publicly funded health care programs administered by the Department and recommend possible corrective actions which may include such items as financing, reimbursement principles, utilization, access, quality assurance, cost effectiveness and grievances.
4. Advise and assist with the Department's efforts to improve communications and education programs regarding the Department's health and medical care service program goals and objectives.

Section 3: Membership

The Director shall appoint the MCAC members. Except for ex-officio members individuals shall be selected on the basis of their individual knowledge and interest in the health and medical care service programs, rather than serving as a representative of a specific group or organization. Members who have a financial interest in the policies or service program under discussion shall disclose such interest, provided however, that once disclosed, such interest shall not disqualify such member from participation in MCAC deliberations. The MCAC's composition shall at least meet the minimum federal requirements and shall include:

1. Board-certified physicians and other representatives of health care professions and delivery systems who are familiar with the health needs of low-income population groups and with the resources available and required for their care.
2. Members of consumer groups including recipients of Titles XIX and XXI and other medical care programs under the jurisdiction of the Department and consumer organizations such as labor unions, cooperatives, legal aid societies, non-profit organizations and others.
3. The Director of the Ohio Department of Health or his or her designee.

The term of appointment shall be for a five (5) year period. Terms of appointment shall be staggered as the terms of one third (1/3) of the MCAC is subject to appointment each year. Members may be reappointed.

A member who has more than two absences within a rolling, twelve (12) month period, without providing prior notice, may be recommended for removal by a majority vote of the MCAC.

Appointment shall be without compensation. The Department may reimburse travel expenses for members who are enrolled in the Medicaid program.

Section 4: Officers, subcommittees and support services

The Officers shall consist of a Chair and Vice-Chair, appointed for a two-year term by the Director, who may consider nominations of the MCAC.

At the beginning of the MCAC Chair's term, up to three subcommittees and their Chairs may be appointed by the MCAC Chair with the concurrence of the MCAC. Upon appointment, and from time to time as necessary, the MCAC Chair shall set forth the charge of the subcommittees. The Chairs of subcommittees shall be members of the MCAC. Where co-chairs are appointed at least one co-chair shall be a member of the MCAC. All actions and recommendations of the subcommittees are subject to the approval or ratification of the MCAC.

From time to time, the MCAC Chair, with the approval of the MCAC, may appoint ad hoc committees and their chairs.

Section 5: Procedures, Meetings and Quorum

The MCAC shall meet at least four times annually. Additional meetings may be called by the Chair, or at the written request of one fourth of the members of the MCAC. Robert's Rules of Order shall be used to resolve any procedural conflict in the conduct of the meetings of the MCAC and its committees. A quorum shall consist of the members present at a duly scheduled or called meeting but shall be no less than one half of the members appointed.

All actions of the MCAC shall be recorded in the minutes of the meetings. Votes on substantive matters shall be by roll call and minutes shall note the names of members in attendance and whether and how they voted. The Chair shall determine if a matter is considered substantive and therefore require a roll call vote. Procedural and non-substantive matters may be acted upon by voice vote.