



Policy: AA.1219b
Title: **Provider Advisory Committee**
Department: Executive Office
Section: Office of the Clerk of the Board

CEO Approval: /s/ Michael Hunn 04/24/2024

Effective Date: 07/01/2015

Revised Date: 03/01/2024

Applicable to: ☒ Medi-Cal
☒ OneCare
☒ PACE
☐ Administrative

I. PURPOSE

This policy describes the composition and role of CalOptima Health's Provider Advisory Committee (PAC) and establishes a process for recruiting, evaluating, and selecting prospective candidates to CalOptima Health's PAC.

II. POLICY

- A. As directed by CalOptima Health's Board of Directors (CalOptima Health Board), PAC shall report to the CalOptima Health Board and shall provide advice and recommendations to the CalOptima Health Board relative to CalOptima Health's programs.
- B. CalOptima Health's Board encourages Provider involvement in the CalOptima Health program.
- C. PAC Members shall recuse themselves from voting or from decisions where a conflict of interest may exist and shall abide by CalOptima Health's conflict of interest code and, in accordance with CalOptima Health Policy AA.1204: Gifts, Honoraria, and Travel Payments.
- D. The composition of PAC shall reflect the diversity of the healthcare Provider community. All PAC Members shall have direct or indirect contact with CalOptima Health Members.
- E. An organization may have no more than one (1) employee or representative on the PAC at any one time.
- F. An individual may participate in no more than one (1) CalOptima Advisory Committee at any one time.
- G. In accordance with CalOptima Health Board Resolution Numbers 2-14-95 (effective February 14, 1995), 06-0707 (effective July 7, 2006), and 15-0806-02 (effective July 1, 2015), PAC shall be comprised of fifteen (15) voting Members, each seat representing a constituency that works with CalOptima Health and its Members.
 - 1. One (1) of the fifteen (15) positions is a standing seat represented by the Orange County Health Care Agency (HCA).
 - 2. The remaining fourteen (14) Members shall serve staggered terms of three (3) years.

- a. The three (3) year term shall coincide with CalOptima Health's fiscal year (i.e., July 1 through June 30).
 - b. Effective July 1, 2015, staggered nominations shall occur at a rate of approximately one-third (1/3) of the membership each year.
 - i. In order to achieve the staggered rate of one-third (1/3) each year, effective upon the completion date of the current term for the remaining eleven (11) PAC seats. The length of a term for the Allied Health Services seat, Health Network seat and Nurse seat will extend from a two (2)-year term to a three (3)-year term.
 - c. PAC Members may serve no more than two (2) consecutive terms or the equivalent of six (6) consecutive years.
 - d. PAC Members shall be allowed to reapply after a hiatus of six (6) years.
3. PAC may include, but is not limited to, individuals representing, or that represent the interest of:
- a. Allied Health Services Providers (two (2) seats);
 - b. Behavioral/Mental health Providers;
 - c. Community Health Centers;
 - d. Health Networks;
 - e. Hospitals;
 - f. Long Term Services and Supports;
 - g. Nurses;
 - h. Non-Physician Medical Practitioners;
 - i. Orange County HCA;
 - j. Physicians (three seats);
 - k. Pharmacists; or
 - l. Safety Net Providers.
- H. PAC shall conduct a nomination process to recruit potential candidates for the impending vacant seats, in accordance with this policy.
1. PAC shall conduct an annual recruitment and nomination process.
 - a. At the end of each fiscal year, approximately one-third (1/3) of the seat terms expire on PAC, alternating between six (6) vacancies one (1) year and four (4) vacancies each of the following two (2) years. Standing seat in PAC is not impacted by term expiration.

2. PAC shall conduct a recruitment and nomination process if a seat is vacated mid-term.
 - a. Candidates that fill a vacated set mid-term shall complete the term for that specific seat, which will be less than a full three (3) year term for PAC.
- I. Special Elections for PAC
1. Special elections for PAC shall occur under the following circumstances:
 - a. When a PAC seat is vacant due to the resignation of a sitting PAC Member; or
 - b. The current PAC Member is deemed unqualified to serve in his or her current capacity as a PAC Member
 2. Any new Member appointed to fill an open seat created mid-term shall serve the remainder of the resigning Member's term.
- J. PAC Vacancies
1. If the vacancy occurs prior to the start of the nomination process, there shall be no need for a special election, and the vacant seat shall be filled during that nomination process.
 2. If the vacancy occurs after the annual nomination process is complete then a special election may be conducted to fill the open seat, subject to approval by the PAC.
- K. On a bi-annual basis, PAC shall select a Chair and Vice-Chair from its membership to coincide with the annual recruitment and nomination process. Recruitment and selection shall be conducted in accordance with Section III.C-G of this policy.
1. The PAC Chair and Vice-Chair may serve one (1) two (2) year term.
 2. The PAC Chair and Vice-Chair may be removed by a majority vote from CalOptima Health's Board.
- L. To establish a nomination ad hoc subcommittee, PAC Chair shall ask for three (3) to four (4) Members to serve the ad hoc subcommittee. PAC Members, who are being considered for reappointment, cannot participate in their respective nomination ad hoc subcommittee.
1. Each PAC nomination ad hoc subcommittee shall:
 - a. Review, evaluate, and select a prospective Chair and Vice-Chair as well as a candidate for each of the open seats, in accordance with Section III. C-G of this policy; and
 - b. Forward the prospective Chair's and Vice-Chair's name and slate of candidate(s) to the full advisory committee for review and approval.
 2. Following approval from the full PAC, the recommended Chair and Vice-Chair as well as the slate of candidate(s) shall be forwarded to CalOptima Health's Board for review and approval.
- M. CalOptima Health's Board shall review and have final approval for all appointments, reappointments, and Chair appointments to PAC.

- N. PAC Members shall attend all regularly scheduled meetings unless they have an excused absence. An absence shall be considered excused if a PAC Member provides notification of an absence to CalOptima Health staff prior to the PAC meeting. CalOptima Health staff shall maintain an attendance log of the PAC Members' attendance at PAC meetings. Upon request from the PAC Chair, the Chief Executive Officer, or the CalOptima Health Board, CalOptima Health staff shall provide a copy of the attendance log to the requester. In addition, the Chair of the PAC shall contact any committee Member who has three consecutive unexcused absences.

1. PAC Members' attendance shall be considered as a criterion upon reappointment.

III. PROCEDURE

A. PAC composition

1. The composition of PAC shall reflect the cultural diversity and special needs of the CalOptima Health population.
2. Specific agency representatives shall serve on the advisory committee as standing Members.
 - a. The PAC shall include the Director (or his or her designee) of the HCA.
 - b. HCA representative shall serve as a standing Member and shall not be subject to reapplying.

B. PAC meeting frequency

1. PAC shall meet at least quarterly.
2. PAC shall adopt a yearly meeting schedule at the first regularly scheduled meeting in or after January of each year.
3. Attendance by a simple majority of appointed Members shall constitute a quorum.
 - a. A quorum must be present for any votes to be valid, and a quorum consists of one-half (1/2) total membership plus one.

C. PAC recruitment process

1. CalOptima Health shall begin recruitment of potential candidates in February of each year. In the recruitment of potential candidates, the ethnic and cultural diversity and special needs of the CalOptima Health population shall be considered. Nominations and input from interest groups and agencies shall be given due consideration.
2. CalOptima Health shall recruit for potential candidates utilizing a variety of notification methods, which may include, but are not limited to, the following:
 - a. Outreach to the respective Provider and Stakeholder communities; and
 - b. Placement of vacancy notices on the CalOptima Health website.
3. Prospective candidates shall be notified at the time of recruitment regarding the deadline to submit their application to CalOptima Health.

4. During the PAC meeting held before June 30 of a recruitment year for the Chair and Vice-Chair, the current Chair or Vice-Chair shall inquire of its membership whether there are interested candidates who wish to be considered as a Chair or Vice-Chair for the upcoming fiscal year. The candidates are requested to submit a letter of interest for these positions.

D. PAC nomination process

1. The PAC Chair or Vice-Chair shall request three (3) to four (4) Members, who are not being considered for reappointment, to serve on the nominations ad hoc subcommittee.
 - a. At the discretion of the PAC nomination ad hoc subcommittee, a subject matter expert (SME) may be included on the subcommittee to provide consultation and advisement.
2. Prior to the PAC nomination ad hoc subcommittee meeting:
 - a. Ad hoc subcommittee Members shall individually evaluate and score the application for each of the prospective candidates using the Application Evaluation Tool.
 - b. The ad hoc subcommittee Members shall individually evaluate and select a Chair.
3. The ad hoc subcommittee shall convene to discuss and select a candidate for each of the expiring seats by using the findings from the Application Evaluation Tool, the attendance record if relevant, and the prospective candidate's letters of support.
 - a. At the discretion of the ad hoc subcommittee, subcommittee Members may contact a prospective candidate's references for additional information and background validation.

E. Term limits and length of term for PAC Members

1. Pursuant to the Board approved Resolution 15-08-06-02, effective July 1, 2015, PAC Members are appointed for three-year terms by the CalOptima Health Board of Directors with two consecutive term limits.

F. CalOptima Health shall conduct a special election with a truncated recruitment and nomination process to fill a PAC seat that has been vacated mid-term.

G. PAC selection and approval process for prospective Chairs and candidates

1. Upon selection of a recommendation for the slate of candidates, the ad hoc subcommittee shall forward its recommendation to the PAC for consideration.
2. Following consideration, the PAC's recommendation for the slate of candidates shall be submitted to CalOptima Health's Board for review and final approval.
3. Chair and Vice-Chair candidates who submitted a letter of interest will be reviewed at the first PAC meeting of the fiscal year and the members will vote on their candidate of choice for both positions. Candidates must have a quorum of members approving their recommendation in order to be submitted to the Board for appointment. If the Chair is no longer able to serve on the PAC, the Vice-Chair will automatically assume the Chair seat and will be officially appointed by the Board at an upcoming meeting and a Vice-Chair will be recruited among the members to fulfill the remaining term.

4. Following CalOptima Health's Board approval of PAC's recommendations, the new PAC Members' terms shall be effective July 1.
5. In the case of a selected candidate filling a seat that was vacated mid-term, the new candidate shall attend the immediately following PAC meeting.
6. CalOptima Health shall provide new PAC Members with a new Member orientation.

IV. ATTACHMENT(S)

- A. PAC Nomination Position Descriptions
- B. PAC Application Evaluation Tool (AET)
- C. PAC Application

V. REFERENCE(S)

- A. CalOptima Board Resolution 2-14-95
- B. CalOptima Board Resolution 06-0707
- C. CalOptima Board Resolution 15-0806-02
- D. CalOptima Board Resolution 16-0804-02
- E. CalOptima Policy AA.1204: Gifts, Honoraria, and Travel Payments

VI. REGULATORY AGENCY APPROVAL(S)

Not Applicable

VII. BOARD ACTION(S)

Date	Meeting
02/14/1995	Regular Meeting of the CalOptima Board of Directors
07/07/2006	Regular Meeting of the CalOptima Board of Directors
08/06/2015	Regular Meeting of the CalOptima Board of Directors
08/04/2016	Regular Meeting of the CalOptima Board of Directors
03/05/2020	Regular Meeting of the CalOptima Board of Directors
08/06/2020	Regular Meeting of the CalOptima Board of Directors
12/01/2022	Regular Meeting of the CalOptima Health Board of Directors

VIII. REVISION HISTORY

Action	Date	Policy	Policy Title	Program(s)
Effective	02/14/1995	AA.1219	MAC and PAC	Medi-Cal
Revised	07/07/2006	AA.1219	MAC and PAC	Medi-Cal
Revised	12/01/2011	AA.1219	MAC and PAC	Medi-Cal
Revised	12/01/2013	AA.1219	MAC and PAC	Medi-Cal
Revised	07/01/2015	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare OneCare Connect PACE

Action	Date	Policy	Policy Title	Program(s)
Revised	08/04/2016	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare OneCare Connect PACE
Revised	08/01/2017	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare OneCare Connect PACE
Revised	03/05/2020	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare OneCare Connect PACE
Revised	08/06/2020	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare OneCare Connect PACE
Revised	12/31/2022	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare PACE
Revised	11/01/2023	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare PACE
Revised	03/01/2024	AA.1219b	Provider Advisory Committee	Medi-Cal OneCare PACE

IX. GLOSSARY

Term	Definition
Member	A beneficiary enrolled in the CalOptima Health program.
Provider	<p><u>Medi-Cal</u>: Any individual or entity that is engaged in the delivery of services, or ordering or referring for those services, and is licensed or certified to do so..</p> <p><u>OneCare</u>: Any Medicare provider (e.g., hospital, skilled nursing facility, home health agency, outpatient physical therapy, comprehensive outpatient rehabilitation facility, end-stage renal disease facility, hospice, physician, non-physician provider, laboratory, supplier) providing Covered Services under Medicare Part B. Any organization, institution, or individual that provides Covered Services to Medicare members. Physicians, ambulatory surgical centers, and outpatient clinics are some of the providers of Covered Services under Medicare Part B.</p>
Provider Advisory Committee (PAC)	A committee comprised of Providers, representing a cross-section of the broad Provider community that serves Members, established by CalOptima Health to advise its Board of Directors on issues impacting the CalOptima Health Provider community.
Threshold Language	<p><u>Medi-Cal</u>: The non-English threshold and concentration standard languages in which CalOptima Health is required to provide written translations of Member Information, as determined by DHCS.</p> <p><u>OneCare</u>: A Threshold Language is defined by CMS as the native language of a group who comprises five percent (5%) or more of the people served by the CMS Program.</p>