

Process for Selecting Medicaid Beneficiary Advisory Council (BAC) Applicants

The Medicaid Beneficiary Advisory Council (BAC) will be made up of no more than 10-15 members who reflect and represent the diversity of Rhode Island Medicaid. The following outlines a process for selecting BAC applicants.

Objective/Goal:

To create a transparent, inclusive, and fair process for selecting applicants for the Medicaid Beneficiary Advisory Council (BAC), ensuring diverse representation of Medicaid beneficiaries and a comprehensive perspective on the needs and concerns of the Medicaid population.

1. Define the Purpose and Scope of the BAC

- **Mission:** The BAC will advise the State on their experience with the Medicaid program and suggest ways to improve it.
- **Role of Council Members:** Represent Medicaid beneficiaries' interests, provide feedback on Medicaid program operations, and make suggestions on how to improve Medicaid.
- **Term Commitment:** Attendance is a requirement of BAC membership, unless excused, and is key to conduct business. BAC members will serve either a one-year term or a two-year term. Members will be selected at random to serve a one-year term or a two-year term.

2. Establish Eligibility Criteria

Applicants must meet the following minimum requirements:

- **Medicaid Beneficiary Status:** Applicants must be enrolled in Medicaid currently or in the past, a family member of someone enrolled in Medicaid, or a paid or unpaid caregiver of someone enrolled in Medicaid.
- **Geographic Representation:** Applicants should represent various regions within the state (urban, suburban, rural).
- **Demographic Representation:** Applicants must represent diversity in race, ethnicity, age, disability status, and other relevant demographics.
- **Experience/Expertise:** Applicants should include individuals with personal experience navigating Medicaid services.
- **Medicaid Program Representation:** Applicants should represent the diversity of Rhode Island such as:
 - Parent on Rlte Care
 - Adult without children
 - Adult with a disability

- Parent of a child with special needs
- Adult with an intellectual disability
- Adult receiving Long Term Services and Supports
- Adult over 65 on Medicaid and Medicare
- Member of a Rhode Island Tribe

3. Application Review Committee (ARC)

- Rhode Island Medicaid will form an application review committee (ARC) to review all BAC applications.
- **Evaluation Criteria:**
 - **Diversity and Representation:** Ensure a balanced representation of Medicaid beneficiaries across demographics.
 - **Experience and Knowledge:** Assess the applicant's experiences with Medicaid.
 - **Commitment to Participation:** Evaluate the applicant's willingness and ability to participate actively in meetings and discussions.
 - **Score and Rank:** Rate applicants on key criteria (e.g., 1-5 scale for each area) to ensure a fair and objective process. Applicants with higher scores are ranked higher.

4. Interview and Selection Process

- **Shortlist Applicants:** Based on the evaluation criteria, the ARC will create a shortlist of top applicants.
- **Interviews:** The ARC will conduct interviews (virtual or in-person) with shortlisted candidates.
- **Final Selection:** The ARC chooses a final group of applicants and makes recommendations to the Medicaid Director. The Medicaid Director will select BAC members.
- **Lottery System:** If the number of applicants exceeds the number of available seats on the BAC, a lottery (random drawing) system can be implemented to select the final members this will help ensure equity in member selection.

5. Notify Applicants

- **Successful Applicants:** Rhode Island Medicaid will notify those individuals selected to be part of the BAC via email, letter, or phone call. And will provide them with additional information on next steps, such as meeting schedules, expectations, term limits, etc.
- **Unsuccessful Applicants:** Notify applicants if not selected to participate in the BAC and offer ways to be involved in the future.