

# Process for Selecting Medicaid Advisory Committee (MAC) Applicants

This Medicaid Advisory Committee (MAC) will be made up of no more than 20-25 members who reflect a diverse constituency of individuals. The following outlines a process for selecting MAC applicants.

## **Objective/Goal:**

To create a transparent, inclusive, and fair process for selecting applicants for the Medicaid Advisory Committee (MAC), which provides guidance and recommendations on Medicaid policies, services, and programs to improve the quality, accessibility, and effectiveness of the Medicaid program with the goal of meeting the needs of beneficiaries.

## **1. Define the Purpose and Scope of the MAC**

- **Mission:** The MAC will advise the Medicaid agency on key initiatives that affect the Medicaid program administration, policy, and provision of clinical services. The MAC is focused on clinical issues such as delivery of care, new therapies, and diagnostic testing. The MAC provides feedback on specific policies, initiatives, and proposed program changes brought forward by its members, as well as by members of the Medicaid Beneficiary Advisory Council (BAC).
- **Role of Committee Members:** Represent Medicaid beneficiaries' interests, provide feedback on Medicaid program operations and clinical services, and make suggestions on how to improve Medicaid.
- **Term and Commitment:** Attendance is a requirement of MAC membership, unless excused, and is key to conduct business. MAC members will serve a two-year term.

## **2. Establish Eligibility Criteria**

Applicants must meet the following minimum requirements:

- **Relevant Experience:** Applicants should have experience or expertise related to Medicaid, healthcare services, public health, or social services.
- **Stakeholder Categories:** The MAC requires a mix of individuals with different perspectives, such as:
  - Local community-based organization that provide services to Medicaid beneficiaries.
  - Clinicians and/or administrators that have experience with the health and social needs of Medicaid beneficiaries. This may include, but may not be limited to, primary care, specialty care, behavioral health, oral health, and long-term care providers and associations.
  - Medicaid managed care organization (MCO) or an association representing more than one such MCO.
  - Rhode Island Tribes

- Other state agencies that serve Medicaid beneficiaries (for example, state mental health authority, state child welfare authority, state department of health, state department of human services) can serve as ex-officio, non-voting members.
- The MAC also needs to include members of the Beneficiary Advisory Council (BAC) as follows:
  - From the period of July 9, 2025-July 9, 2026, 10% of MAC membership shall be composed from members of the BAC.
  - From the period of July 10, 2026-July 10, 2027, 20% of the MAC membership shall be composed from members of the BAC, and thereafter 25% of MAC members must come from the BAC.

### 3. Application Review Committee (ARC)

- Rhode Island Medicaid will form an application review committee (ARC) to review all MAC applications.
- **Evaluation Criteria:**
  - **Diversity and Representation:** Ensure a diverse mixture of perspectives on the committee.
  - **Relevant Experience:** Assess how the applicant’s experience aligns with the mission of the MAC. Whether the applicant brings unique insights to the committee (e.g., expertise in Medicaid policy, patient advocacy, or healthcare delivery).
  - **Commitment to Participation:** Evaluate the applicant’s availability 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. Selection Process

- **Shortlist Applicants:** Based on the evaluation criteria, the ARC will create a shortlist of top applicants.
- **Final Selection:** The ARC chooses a final group of applicants and makes recommendations to the Medicaid Director. The Medicaid Director will select MAC members.
- **Lottery System:** If the number of applicants exceeds the number of available seats on the MAC, 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 MAC 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 MAC and offer ways to be involved in the future.