

Medicaid Advisory Committee (MAC) Charter

Authority

Rhode Island is required by federal law (42 CFR 431.12) to have a Medicaid Advisory Committee (MAC) that advises the Rhode Island Medicaid program about the health and services provided through Medicaid. The MAC is mandated by the statute to advise Medicaid on the policies, procedures, and operations of the program that affect beneficiaries, their families, and caregivers.

Mission/Purpose

The purpose of the MAC is to advise the Medicaid agency on key initiatives that affect Medicaid program administration, policy, and services. The MAC provides feedback on specific policies, initiatives, and proposed program changes brought forward by Medicaid program staff. This shall include, but not be limited to the following:

- Additions and changes to services
- Coordination of care
- Quality of services
- Access to services
- Eligibility, enrollment, and renewal processes
- Member and provider communications by the Medicaid program and its contracted vendors such as Medicaid managed care organizations
- Cultural competency, language access, health equity, and disparities and biases in the Medicaid program
- Other issues that impact health outcomes and delivery of medical care services in the Medicaid program.

Membership

This committee will be made up of no more than 20-25 members. Per 42 CFR 431.12 (D) the MAC must be composed of the following interested parties by percentage:

- From the period of July 9, 2025-July 9, 2026, 10% of MAC membership shall be composed from members of the Beneficiary Advisory Committee (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.

Remaining committee members shall include representation of at least one official from the following constituencies:

- 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 State Medicaid Program Director will select individuals to serve on the MAC for a two-year term unless or until they resign or fail to meet committee participation requirements. Terms cannot be followed immediately by a consecutive term for the same member on a rotating and/or continuous basis. Committee vacancies will be filled by the Medicaid Program Director's established selection process. The MAC will consist of no more than 25 members.

All appointed representatives will serve a two-year term unless they resign or fail to meet attendance requirements, with the option of a second two-year term.

The MAC will have a chairperson and vice-chairperson who are elected by the committee through a majority vote. This committee will have the authority, with approval by majority membership, to create subcommittee as needed.

Structure and Operating Procedures

The MAC will follow set bylaws to govern the structure and operations of the committee. A quorum is not needed for the MAC to meet and conduct business.

The MAC will meet quarterly, and meetings will be held in convenient and accessible locations throughout the Rhode Island community. Written notices and reminders shall be sent to all members at least 30 days in advance of the meeting via email and posted to the EOHHS Department's website, unless the meeting is open to the public. Per Rhode Island's Open

Meeting Law, all meetings open to the public shall allow for public comment and have the notice of the meeting, including but not limited to date, time, and location and materials posted on the Secretary of State website at least forty-eight (48) hours in advance of the scheduled meeting.

Per federal rule, Rhode Island must have at least two MAC meetings per year that are open to the public. When open to the public, the committee shall set aside time on the agenda for public comment. All individuals wishing to address the MAC will be asked to identify themselves with their first and last name, and the name of the organization they represent, if applicable. If there are no public comments during the meeting, the committee will move on to the next agenda item. The Chairperson will make every effort to respect the public, while maintaining brevity, to facilitate an efficient meeting process. The MAC may also elect to solicit written public comment on specific topics in between meetings. The MAC may choose to respond to public comment received in writing as it deems needed and appropriate.

Full participation and attendance are a requirement of committee membership, unless excused, and is key for the committee to conduct business.

Excused absence: An excused absence is that in which the EOHHS staff person received notification at least two (2) days in advance of absence. Qualified excused absences shall be determined by the MAC and include reasons such as unexpected personal or family emergencies, planned travel, personal or family illness. Members who have more than two excused absences will receive a letter from the committee to gauge his or her continued membership and the response either in writing or verbally will be discussed at the next committee meeting at which a decision will be made.

Unexcused absence: Committee members must contact EOHHS when they will be absent. Failure to provide advance notice of an absence will be considered “unexcused.” Members who have more than two unexcused absences in the same calendar year will be in jeopardy of being terminated from the committee and have their continued membership voted on by the remaining committee members.

Responsibilities and Expectations

Advising: The MAC shall provide guidance to the Medicaid program as described in federal policy and as requested. The Medicaid Program Director shall issue requests to the MAC to advise on high priority issues, challenges, and policy and programmatic decisions. These requests will be part of the MAC agendas, discussion, and follow up recommendations.

Policy Recommendations: At the request of the Medicaid Program Director, the MAC shall produce policy recommendations regarding Medicaid program administration to inform decisions that impact beneficiaries.

Letters of Support: As topics arise pertaining to the Medicaid program and benefit administration and care delivery that impact beneficiaries, the MAC may opt to submit letters in support of policies or policy options that are under consideration by the legislature and/or EOHHS leadership.

Deliverables: The MAC with support from the State, must submit an annual report describing its activities, topics discussed, and recommendations. The state must review the report and include responses to the recommended actions. The state agency must then provide MAC members with final review of the report. Once the report is finalized the state must post the report on the State's website. The first annual MAC report is due July 1, 2026.

Staffing

EOHHS/Medicaid will staff the MAC and assist the committee with all planning and preparation including agenda development and posting of meeting minutes as well as annual reports, and communication to committee members at least 30 days in advance of the scheduled meeting.

Resources

Internal staff resources include the following:

Executive Sponsor: Lissa DiMauro, Associate Director, Medicaid Operations

Staff Support: Damaris Teixeira, Health Program Administrator