

**Community Mental Health Affiliation
of Mid-Michigan**

PROCEDURE #: 1.8	Page 1 of 2	SUBJECT: Affiliation Consumer Advisory Council Membership
Related Policy(ies) #: 1.0		SUBJECT: Administration of PIHP
Issuing Director: Director of Affiliation Operations		Original Effective Date: 02/05/2009

REVISED DATE

10/19/2010

Review Date(s)

01/29/2010					
11/03/2011					

I. PURPOSE:

To establish a process to appoint members to the Affiliation Consumer Advisory Council (ACAC) and to rotate membership so that there is a majority of experienced members on the ACAC at any point in time while providing regular opportunities for new members to join.

II. STANDARDS:

A. Each Consumer Involvement: **Consumerism Practice Guideline** Attachment P 6.8.2.3, *PIHP Contract –Medicaid Managed Specialty Supports and Services*, Oct. 1, 2008-Sept. 30, 2009.

III. DEFINITION(S): (if applicable)

IV. PROCEDURES:

- A. Each Affiliate CMHSP may have up to four representatives on the ACAC in addition to Customer Service Representative(s). Each CMHSP CEO/designee will choose its own members. Only one member (in addition to the Customer Service Representatives) chosen as a representative from each CMHSP can be paid CMH staff (the remaining 3 representatives cannot be CMHSP staff members).
- B. Appointed members may be present or past consumers as well as secondary consumers such as family members and guardians. At least 3 of the CMH representatives to the council will be primary and/or secondary consumers.
- C. Each affiliate shall strive to select members who represent the various populations served by that affiliate (Persons with Developmental Disabilities, Mental Illness, Emotional Disturbance and Co-Occurring Disorders).
- D. Representatives are expected to participate in all meetings of the ACAC. In the event that a representative is unable to attend, he/she shall notify his/her respective CMH, and the Affiliation Secretary of the absence.
- E. Three or more unexcused absences in any 12 month period may result in removal of the member by his/her CMHSP CEO/designee and appointment of a replacement to fill the remaining term.

- F. In the event that a member leaves the ACAC, the CMHSP CEO/designee shall appoint a replacement
- G. The Chairperson will serve for a one year term and cannot serve consecutive terms. The Vice-Chairperson of the Council is elected for a term of one year, and will become the Chairperson of the Council at the end of the one-year term. The one year term is October 1 through September 30th.
- H. The Chairperson and the Vice-Chairperson cannot be paid CMH staff and when possible, cannot be representatives from the same CMHSP. In the event that there are not nominations made for individuals from more than one CMHSP for the Vice Chairperson, then it may be necessary to have both the presiding Chair and Vice-Chair serve from the same CMHSP. In order to preside as Chairperson or Vice-Chairperson, the selected Council representative must attend the meetings in person.
- I. Each affiliate shall establish a procedure or process, consistent with the Affiliation Procedure, for the selection of members.
- J. The ACAC shall establish an orientation process for new members and each time a new member joins the Council, the orientation will be provided. At a minimum orientation shall include:
 - 1. Michigan Mental Health System/Pre-paid Inpatient Health Plans overview
 - 2. Purpose of the ACAC
 - 3. Operation of the ACAC
 - i. Membership/bylaws
 - ii. Attendance/notification of absence
 - iii. Annual calendar of meetings/events
 - iv. Expectations of membership and participation
 - 4. Summary of current projects

V. APPLICATION:

Affiliation Consumer Advisory Council.

VI. MONITOR AND REVIEW:

This procedure is reviewed annually by the Director of Affiliation Operations. This procedure is monitored by accrediting bodies and regulatory agencies as applicable.

VII. RELATED POLICIES AND PROCEDURES:

CMHAMM Policy # 1.0 PIHP Administration