

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

<b>PROCEDURE #:</b> 1.8	Page 1 of 2	<b>SUBJECT:</b> Affiliation Consumer Advisory Council Membership
<b>Related Policy(ies) #:</b> 1.0		<b>SUBJECT:</b> Administration of PIHP
<b>Issuing Director:</b> Director of Affiliation Operations		<b>Original Effective Date:</b> 02/05/09

**REVISED DATE**

**Review Date(s)**


**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 5 representatives on the ACAC. The Customer Service Representative (CSR) is a permanent member of the council and the CMHSP CEO/designee may appoint up to 4 additional members to the ACAC.
- 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 5 CMH representatives to the council (including the CSR) will be primary 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 prior to completion of his/her term, the CMHSP

CEO/designee shall appoint a replacement for the balance of that term. At the discretion of the CMHSP CEO/designee, that appointee may be reappointed for a full term following the satisfactory completion of the partial term.

- G. Term limits (except for Customer Service Representatives) shall be 4 years in staggered terms. Terms shall run from October 1 to September 30<sup>th</sup>.
- H. Previous members may reapply for membership after 1 year off the council.
- I. Each affiliate shall establish a procedure, 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. Length of appointment
    - iii. Attendance/notification of absence
    - iv. Annual calendar of meetings/events
  - 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