

CMHAMM ADVISORY AND DECISION MAKING PROCESS

PIHP Board of Directors

- ❑ Review and approve PIHP policy
- ❑ Review PIHP functioning and advise PIHP Executive Director and Director of Affiliation Operations

PIHP Executive Director

- ❑ Assures the fulfillment of the MDCH Medicaid Managed Specialty Supports and Services Contract
- ❑ Assures that all aspects of CMHAMM, including business practices, and the PIHP are guided by the Mission of the CMHA CEI PIHP
- ❑ Reports on the functioning of the PIHP and CMHAMM to the Board
- ❑ Communicates concerns and issues of the CMHAMM Board of Directors to PIHP and CMHAMM staff and committees

Director of Affiliation Operations

- ❑ Assures that decisions reached by the PIHP comply with applicable state and federal statutes and fulfills contractual obligations
- ❑ Determines direction of and actions to be taken by CMHAMM by issuing “CMHAMM Bulletins”. These decisions will include, but are not limited to, changes in process and practice, as they apply to regulatory and contractual requirements. The “CMHAMM Bulletins” will be issued at the discretion of the DAO, who may consider input from PIHP and Affiliate staff/groups such as the PIHP Leadership Group, Affiliate CEO’s, and the CMHAMM Steering Committee. In most cases, these bulletins will reflect the interpretation and/or clarification of PIHP policies, procedures, or expected practices.
- ❑ Reports on PIHP functioning to the PIHP Board, PIHP Leadership Group, CMHAMM Steering Committee, and CMHAMM Consumer Advisory Council
- ❑ Communicates PIHP Leadership Group concerns/issues as indicated to CMHAMM Steering Committee and vice versa. Communicates PIHP Leadership Group and CMHAMM Steering Committee issues/concerns as indicated to CMHAMM Consumer Advisory Council and vice versa.
- ❑ Issues charges and tasks to CMHAMM workgroups
- ❑ Provides direction and approval on the development of Affiliation Policies and Procedures

PIHP Leadership Group (Steering Committee Recommendation to change name to “PIHP Senior Management Group”)

- ❑ Membership consists of the PIHP leaders, the Director of Affiliation Operations and Affiliation Compliance Administrator functioning solely on behalf of the PIHP
- ❑ Deliberates with DAO to ensure fulfillment of PIHP requirements, Medicaid sub-contracts and 42 CFR. Assist DAO in identifying areas of functioning to be delegated to the CMHSP’s and areas to be retained by the PIHP as articulated in contracts and memos of understanding.
- ❑ Carries out mandated PIHP functions in accord with state and federal mandates
- ❑ PIHP staff, in collaboration with the CHMHSP representatives, assist in updating and revising the CMHAMM operating practices as necessary to fulfill contractual obligations

CMHAMM Steering Committee

- ❑ Membership consists of the Director of Affiliation Operations, CEOs of the affiliate CMHSPs, a designated staff member and a Board of Director and alternate Board of Director member from each Affiliate CMHSP
- ❑ Identifies concerns, advises DAO of need for CMHAMM-wide focuses, delineating areas for CMHAMM workgroup tasks to explore, monitor and report on
- ❑ Receives information and direction concerning PIHP delegated and monitored functions from DAO and designated PIHP staff
- ❑ Assures compliance with PIHP requirements from AFP, Medicaid sub-contracts and 42 CFR
- ❑ Provides input to DAO on Affiliation Policy and Procedures
- ❑ **Steering Committee Recommendation: “Assist in development and monitoring Affiliation wide strategic planning”**

Affiliation Compliance Committee

- ❑ Membership consists of the Compliance Officers from each Affiliate, with the Affiliation Compliance Administrator serving as the Chair of the committee
- ❑ The Director of Affiliation Operations (DAO) acts as a Liaison/Consultant to the Committee and is considered a standing member
- ❑ The Affiliation Secretary serves as the minute taker
- ❑ Representatives from each Affiliate and the PIHP and/or other organizations (ie: DCH, CARF, stakeholders, consultants, etc.) may be invited by the committee chair or the Director of Affiliation Operations as needed
- ❑ The Committee determines appropriate strategies/approaches to promote compliance within the Affiliation
- ❑ The committee assures PIHP/Affiliation readiness for regulatory audits
- ❑ Reviews compliance with PIHP requirements for delegated functions. Monitors completion and implementation of required Plans of Correction, as well as effectiveness of the plans in meeting compliance requirements
- ❑ Recommends intervention/sanctions to DAO for significant non-compliance to PIHP requirements for delegated activities
- ❑ Reports to PIHP Leadership and Steering Committee, through the Affiliation Compliance Administrator, on compliance related issues

CMHAMM Workgroups

- ❑ Membership will consist **only** of representatives appointed by their respective CEO’s
- ❑ **If a CMHSP has more than one appointed member, the CMHSP will still only have one vote for decision making and recommendations**
- ❑ The Director of Affiliation Operations and/or the Affiliation Compliance Administrator acts as Consultant/Liaison to the workgroups, will attend workgroup meetings on a regular basis **and will assist in matters when workgroup consensus is not reached.**
- ❑ The Affiliation Secretary will attend the CMHAMM workgroup meetings to serve as the minute taker **Steering Committee Recommendation: “workgroups will be allowed to submit their own minutes as long as the minutes are reflective of the progress made on charges, appropriate level of detail on discussion is provided, and the minutes are turned into the Affiliation Secretary within the established timeframes. If these requirements are not met, then the Affiliation Secretary will serve as the minute taker of the workgroup meetings.”**
- ❑ Each workgroup focuses on a specific functioning area of PIHP delegated activities or area of concern to the Affiliation as identified by the Steering Committee
- ❑ Workgroups will receive charges that identify PIHP and Affiliation areas/issues that each workgroup will complete from the DAO. The PIHP Leadership Group and the CMHAMM Steering Committee may recommend Workgroup charges and tasks to the DAO

- ❑ DAO will communicate Workgroup charges and tasks to both the PIHP Leadership Group and the CMHAMM Steering Committee
- ❑ Workgroups will report findings to the DAO who will assure findings are communicated to the appropriate individuals and/or groups such as the PIHP Leadership and CMHAMM Steering Committee. Workgroups will report, as requested, to the CMHAMM Steering Committee on the outcomes achieved, or in progress made, from the assigned workgroup charge
- ❑ Workgroups will communicate any recommendations that will result in a change to the workgroup charge or in current practices or processes within the Affiliation to the DAO for approval prior to taking action

CMHAMM Consumer Advisory Council

- ❑ Membership will consist of present or past consumers of mental health services. Family members and guardians of consumers may also serve as members
- ❑ Each CMH may have up to four members in addition to the Customer Services Representatives from each Affiliate. Each CMH appoints their own members
- ❑ The Director of Affiliation Operations and the Affiliation Compliance Administrator acts as Consultant/Liaison to the Council
- ❑ The Affiliation Secretary serves as the minute taker
- ❑ The Advisory Council provides input to the CMHAMM regarding the following: Affiliation policies and procedures, determining the needs of consumers and communicating those needs to the appropriate parties, reviewing and making recommendations about Affiliation programs, and advocating for system wide changes for consumer's rights and welfare
- ❑ The Council will report findings/recommendations to the DAO or the Affiliation Compliance Administrator who will assure they are communicated to the appropriate individuals and/or groups. The Council will report, as requested, to the CMHAMM Steering Committee on the outcomes of the Council and tasks being worked on

CMHAMM Executive Advisory Committee (Recommendation of Steering Committee to add this group)

- ❑ Membership will consist of Affiliation CEO's and the Director of Affiliation Operations
- ❑ Identifies Affiliation wide concerns
- ❑ Offers advice and consultation for DAO in determining direction and actions to be taken by CMHAMM

Revised on 01/28/09