

## **113 COMMITTEE MEMBERSHIP**

EFFECTIVE DATE: December 11, 2024

REFERENCES: Division Operations Manual Policy 7002, 7008, 7009, and 7013; 2024 National Committee for Quality Assurance for Case Management Long Term Services and Supports, Standard 6 Element A.

### **PURPOSE**

This policy outlines how the Division of Developmental Disabilities (Division) recruits and selects a diverse group of Committee Members to participate on Committees created as the result of state or federal law or rule, its contract with the Arizona Health Care Cost Containment System (AHCCCS), or as directed by the Assistant Director to improve the Division's operations.

### **DEFINITIONS**

1. "Accessibility" means the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, and a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space.

2. "Committee" means a group of individuals selected for a specific purpose, consisting of members from identified function areas and external stakeholders, as outlined in state law, rule, in the Division's contract with AHCCCS or identified in a Committee Charter, who work towards a Division strategic goal or quality improvement initiative.
3. "Committee Lead" means an individual identified by the Executive Sponsor responsible for creating the Committee, communicating about the Committee, and coordinating the Membership Selection process.
4. "Committee Member" means an individual who participates in a Committee either through a selection process based on their knowledge, expertise, lived experience, or by means of the job title as required by a Committee Charter.
5. "Committee Member Interest Form" means a standardized form created by the Division with various multiple-choice questions that allow potential Committee Members to provide personal demographic information that allows the Division to select

Committee Members representing a diverse group based on submissions received.

6. "Cultural Humility" means the ability of organizations, systems, and healthcare professionals to respect and value diverse cultural health beliefs, behaviors, and needs when providing healthcare services including:
  - a. Social,
  - b. Cultural, and
  - c. Linguistics.
7. "Diversity" means the presence of differences in the pool of candidates for employment opportunities including:
  - a. Race/Ethnicity,
  - b. Preferred language,
  - c. Gender identity,
  - d. Sexual orientation,
  - e. Age, and
  - f. Mobility.
8. "Equity" means developing, strengthening and supporting procedural and outcome fairness in systems, procedures and

resource distribution mechanisms to create fair opportunities for all individuals. Equity and “equitable” are distinct from equality or “equal,” which refers to everyone having the same treatment but does not account for different needs or circumstances. Equity focuses on eliminating barriers that have prevented the full participation of historically and currently oppressed groups.

9. “Executive Leadership Team” or “ELT” means the DDD Assistant Director and all executive staff members who report directly to the DDD Assistant Director.
10. “Executive Sponsor” means the member of the Division’s Executive Leadership Team or designee who is sponsoring the creation of a new Committee.
11. “Inclusion” means active and ongoing engagement with individuals that ensures opportunities and pathways for participation in all aspects of a group, organization or community, including decision-making processes. Refers to how groups show that individuals are valued as respected members of the group, team, organization or community and is often

created through progressive, consistent actions to expand, include and share.

12. "Membership Selection Committee" means a diverse group of Division staff who have relevant experience, knowledge, lived experience, and expertise necessary to fulfill their designated role selected by the Committee Lead to review submissions and select Committee Members.
13. "Protected Health Information" or "PHI" means individually identifiable health information about a Member that is transmitted or maintained in any medium where the information is:
  - a. Created or received by a:
    - i. Health care provider,
    - ii. Health plan,
    - iii. Employer, or
    - iv. Health care clearinghouse.
  - b. Relates to the:
    - i. Past, present, or future physical or mental health condition of a Member;

- ii. Provision of health care to a Member; or
  - iii. Payment for the provision of health care to a Member
- c. PHI excludes information in:
- i. Education records covered by the Family Educational Rights and Privacy Act as amended, 20 U.S.C. 1232g;
  - ii. Records described at 20 USC 1232g(a)(4)(B)(IV);
  - iii. Employment records held by a Covered Entity in its role as an employer; or
  - iv. Regarding a person who has been deceased for more than 50 years.
14. "Reasonable Efforts" means actions that meet the requirements of this policy without placing an unnecessary obligation or excessive workload on the employee while maintaining the minimum necessary standard as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **POLICY**

### **A. COMMITTEE CREATION**

1. The Chief Operations Officer or designee shall identify required Committees annually.
2. The Chief Operations Officer or designee shall assign an Executive Sponsor to any Committee that needs to be created or that no longer has an Executive Sponsor.
3. The Executive Sponsor shall be any member of the Executive Leadership Team with subject matter expertise related to the Committee's purpose.
4. The Chief Operations Officer or designee shall assign the required Executive Sponsor if a specific position is required to be the Executive Sponsor as outlined in state law or rule or in the Division's contract with AHCCCS.

**B. COMMITTEE MEMBERSHIP**

1. The Executive Sponsor shall select a Committee Lead who will be responsible for creating the Committee.
2. The Committee Lead shall create recruitment messaging to be sent to prospective Committee Members that includes:
  - a. The Committee's purpose,
  - b. A link to the Committee Member Interest Form, and

- c. The deadline by which prospective Committee Members must submit their interest forms.
3. The Membership Selection Committee shall consider and select candidates with relevant experience, knowledge, or expertise necessary to fulfill their designated role, with a focus on Diversity, Equity, Inclusion, Accessibility, and Cultural Humility.
4. The Membership Selection Committee shall maintain the confidentiality of the information submitted and use it only for the purposes of identifying and recruiting Committee Members.
5. The Membership Selection Committee shall identify alternate Committee Members who can serve on the Committee in the event a Committee Member is unable to commit the required time to the Committee.
6. The Cultural Competency/Language Accessibility Manager or designee shall review and analyze the Committee membership in relation to Division membership annually to ensure every effort is made to have a diverse Committee and develop a plan to adjust when needed.

**C. PROTECTED HEALTH INFORMATION (PHI)**



The Committee shall make reasonable efforts to limit the use and disclosure of protected health information (PHI) as permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).