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113 COMMITTEE MEMBERSHIP

3 EFFECTIVE DATE: XX/XX/2024
4 REFERENCES: Division Operations Manual Policy 7002, 7008, 7009, and
5 7013; 2024 National Committee for Quality Assurance for Case Management
6 Long Term Services and Supports, Standard 6 Element A.

PURPOSE

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

DEFINITIONS

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

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

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41 Committee Members representing a diverse group based on
42 submissions received.
- 43 6. "Cultural Humility" means the ability of organizations, systems,
44 and healthcare professionals to respect and value diverse
45 cultural health beliefs, behaviors, and needs when providing
46 healthcare services including:
- 47 a. Social,
 - 48 b. Cultural, and
 - 49 c. Linguistics.
- 50 7. "Diversity" means the presence of differences in the pool of
51 candidates for employment opportunities including:
- 52 a. Race/Ethnicity,
 - 53 b. Preferred language,
 - 54 c. Gender identity,
 - 55 d. Sexual orientation,
 - 56 e. Age, and
 - 57 f. Mobility.
- 58 8. "Equity" means developing, strengthening and supporting
59 procedural and outcome fairness in systems, procedures and

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61 resource distribution mechanisms to create fair opportunities for
62 all individuals. Equity and “equitable” are distinct from equality or
63 “equal,” which refers to everyone having the same treatment but
64 does not account for different needs or circumstances. Equity
65 focuses on eliminating barriers that have prevented the full
66 participation of historically and currently oppressed groups.
- 67 9. “Executive Leadership Team” or “ELT” means the DDD Assistant
68 Director and all executive staff members who report directly to
69 the DDD Assistant Director.
- 70 10. “Executive Sponsor” means the member of the Division’s
71 Executive Leadership Team or designee who is sponsoring the
72 creation of a new Committee.
- 73 11. “Inclusion” means active and ongoing engagement with
74 individuals that ensures opportunities and pathways for
75 participation in all aspects of a group, organization or
76 community, including decision-making processes. Refers to how
77 groups show that individuals are valued as respected members
78 of the group, team, organization or community and is often

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80 created through progressive, consistent actions to expand,
81 include and share.
- 82 12. "Membership Selection Committee" means a diverse group of
83 Division staff who have relevant experience, knowledge, lived
84 experience, and expertise necessary to fulfill their designated
85 role selected by the Committee Lead to review submissions and
86 select Committee Members.
- 87 13. "Protected Health Information" or "PHI" means individually
88 identifiable health information about a Member that is
89 transmitted or maintained in any medium where the information
90 is:
- 91 a. Created or received by a:
 - 92 i. Health care provider,
 - 93 ii. Health plan,
 - 94 iii. Employer, or
 - 95 iv. Health care clearinghouse.
 - 96 b. Relates to the:
 - 97 i. Past, present, or future physical or mental health
98 condition of a Member;

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100 ii. Provision of health care to a Member; or
101 iii. Payment for the provision of health care to a Member
102 c. PHI excludes information in:
103 i. Education records covered by the Family Educational
104 Rights and Privacy Act as amended, 20 U.S.C.
105 1232g;
106 ii. Records described at 20 USC 1232g(a)(4)(B)(IV);
107 iii. Employment records held by a Covered Entity in its
108 role as an employer; or
109 iv. Regarding a person who has been deceased for more
110 than 50 years.
111 14. "Reasonable Efforts" means actions that meet the requirements
112 of this policy without placing an unnecessary obligation or
113 excessive workload on the employee while maintaining the
114 minimum necessary standard as defined in the Health Insurance
115 Portability and Accountability Act of 1996 (HIPAA).

116 **POLICY**

117 **A. COMMITTEE CREATION**

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

131 **B. COMMITTEE MEMBERSHIP**

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

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

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

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

Draft Policy for Public Comment