

State Quality Oversight Committee Procedures (Adopted)

1. The State Quality Oversight Committee will be co-chaired by one representative from the CDDOs and one representative from HCP/CSS. The composition and purpose of the committee will be as stated in Appendix G of the CDDO/SRS contract.
2. The State Quality Oversight Committee will meet at least quarterly each year, with additional meetings as necessary. Meetings may be held via teleconferencing if necessary. SRS will explore the possibility of making teleconferencing capabilities available for all meetings for those not able to attend in person. Meeting locations will be varied across the state to facilitate participation.
3. Each representative must designate an alternate to attend meetings in his/her absence. Alternates are encouraged to attend or employ other means to stay informed.
4. The agenda or list of discussion items for the State Quality Oversight Committee must be shared with representatives one week in advance of the meeting, including a list of what each representative needs to bring to the meeting.
5. Non-committee members must ask to be put on the agenda to discuss a specific topic and are also encouraged to provide information through their CDDO or QEC representative. The committee will agree on the amount of time allotted to the discussion topic.
6. Each State Quality Oversight Committee recommendation will include a timeline and plan for addressing it, including to whom the recommendation will be directed.
7. The State Quality Oversight Committee will provide feedback to the CDDOs, SRS, consumer advocacy representative, and other stakeholders on a quarterly basis.
8. Minutes will be taken by a CDDO representative at each meeting and will then be emailed to all committee members and posted on the HCP/CSS website. Responsibility for taking the minutes will rotate alphabetically among the CDDO committee members.
9. At the 3rd quarter (State FY) meeting, the State Quality Oversight Committee will elect a co-chair of the State Quality Oversight

Committee from the CDDO representatives for the coming fiscal year beginning July 1.

10. All attempts will be made to reach a consensus regarding recommendations and decisions. If a vote becomes necessary, a count will be taken from members of the committee (one vote per CDDO representative, state staff will not represent viewpoints through voting). However, in the absence of unanimity, the recommendation will be labeled as lacking complete agreement and a minority opinion will be included.