

New York and Presbyterian Hospital PPS Project Advisory Committee Guidelines

Facilitator/Lead: Anne Sperling, VP, Government & Community Relations, NewYork-Presbyterian Hospital

The PAC's initial composition was conceived of during the design grant application period, and upon award of the grant in September 2014, the PAC began monthly meetings.

Charter:

The PPS Project Advisory Committee (PAC) will provide a structured venue for collaborators, community members, labor representatives, and DSRIP project leads/staff to review, discuss, and provide feedback on the PPS's efforts.

The Committee will ultimately be responsible for:

1. Gathering community (collaborators, advocates, CBO, FBOs, direct beneficiary) feedback and guidance on the needs of the attributed Medicaid population;
2. Providing input into the PPS's Community and Provider engagement plans
3. Disseminating information related to New York State Medicaid Reform initiatives, including but not limited to, Medicaid Redesign Team, DSRIP HARPs, Health Homes, Home and Community-Based Services, etc.
4. Reviewing periodic community needs assessment (CNA) updates
5. Reviewing and providing feedback on PPS project implementation
6. Identifying additional stakeholders to be engaged in PPS efforts, or venues for PPS efforts to be disseminated

The Committee may, at times, form small workgroups to complete specific tasks, as outlined in the Organizational Milestones.

Membership

As permitted by its size, the PPS opted for an alternative PAC structure, consisting of 57 members. Slightly less than half of the PAC – 23 members – was invited from the community, drawn from organizations such as community health worker programs, local government, public health agencies, educational facilities, senior centers, housing organizations, youth programs, and churches. The community representatives are joined by members from 2 labor unions, invited based on the union representation of PPS members with more than 50 employees, and 31 representatives from PPS providers. Provider representatives on the PAC cover all PPS provider types and include: behavioral health, substance abuse, and disability agencies (14); pediatric institutions (2); primary care (5); post-acute and long-term care providers (8); state psychiatric providers (2). Membership is flexible and open to change, based on the PPS's network, patient attribution, and provider partners.

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Project Advisory Committee Guidelines**

1. Committee will be comprised of PPS collaborators, non-PPS member community-based organizations, local elected officials, relevant Community Boards, representation from appropriate Labor Unions, and other members, as appropriate/relevant.
2. Committee membership will be determined at the Organizational level; a single organization may only have one representative.
3. Participants will be eligible to participate for the full DSRIP period (April 2015 to March 2020), unless they request to be removed/replaced
4. Committee member organizations will be required to be represented by leadership; proxies will not be permissible
5. A NYP Senior Leader will serve as the facilitator; s/he will be supported by a NYP PPS Project Management Office Manager.

Facilitator Responsibilities:

The Project Advisory Committee Facilitator is responsible for: (1) preparing for meetings, (2) preparing/reviewing meeting agendas and notes, (3) working offline with Committee Members to push Committee efforts forward, (4) reviewing Committee deliverables, and (5) presenting to Executive Committee, when appropriate.

Focus:

1. Committee will be responsible for advising the Executive Committee

Operations:

1. The Committee will meet at the frequency determined by the Committee
2. Committee will be required to submit minutes and attendance to the NYP PPS Project Management Office (PMO)
3. Committee meetings will be hosted in-person at NYP or Collaborator locations - a GoToMeeting/telephone option will also be offered.
4. NYP will provide a staff person to support the committee
5. The PPS will maintain a website that will make publicly available all PAC materials, including minutes, presentations, calendars, and attendance records