



MEMORANDUM

To: Potential Members of Stakeholder Advisory Committee for Ohio's SUD 1115 Waiver

From: Lori Criss, Ohio Department of Mental Health and Addiction Services 
Maureen Corcoran, Ohio Department of Medicaid 

Re: Invitation to Serve as a Member of the Stakeholder Advisory Committee for Ohio's SUD 1115 Waiver

Date: December 6, 2019

Ohio has been approved for a Medicaid "SUD 1115" waiver that allows us the opportunity between now and 2024 to improve our treatment systems of care for substance and opiate use disorders. We are seeking significant and meaningful input from key stakeholders in conducting the work associated with this waiver over the next five years. To that end, we are establishing a Stakeholder Advisory Committee including members who can represent the diversity of Ohio SUD stakeholders, especially those most directly affected by the changes proposed in Ohio's SUD 1115 waiver. **Because of your unique experience and position in Ohio's SUD stakeholder community, we are asking you to be a member of our Stakeholder Advisory Committee**

The purpose of the Stakeholder Advisory Committee (SAC) is to advise the Directors and staff of our two departments on the implementation of the milestones identified in Ohio's approved SUD 1115 waiver. We ask you to represent your broader interest groups, not just your individual agency or organization in your membership role.

The first meeting of our Stakeholder Advisory Committee is scheduled for **Friday December 20th from 11:00 am to 1:30 pm**. We realize that this meeting date is only two weeks away and on the Friday before Christmas. Given that, **we ask that you contact us back ASAP to confirm the following:**

1. **Do you accept membership on this committee? (please see attached Charter for more details on the membership expectations)**
2. **Can you attend the meeting on this date? (We will reschedule if necessary)**

Please contact Mary Haller, 614-752-3787 or Mary.Haller@medicaid.ohio.gov by **Friday December 13th** with your response to these two questions.

Meeting Logistics:

Meetings will be held monthly or less often if not needed. We will send out meeting agenda topics in advance and ask you to come prepared for discussion on the topics for that day. (This information as well as meeting minutes will also be posted for the public on our [BH.Medicaid.Ohio.Gov](https://www.bhmedicaid.ohio.gov) website.)

Depending on the subject matter expertise required in certain meetings, we may request additional stakeholders to join us. In those cases, we will ask for your suggestions of subject matter experts to assist with those discussions.

Please note that all meetings of the Advisory Committee will be open to the public via in-person attendance and participation in webinar simulcasts of committee meetings. We want to create an environment of transparency and openness and hope that this will help accomplish that goal. Committee members may participate remotely via webinar if you are unable to attend in person, however in person attendance is definitely encouraged.

To give you a more specific idea of our expectations for your role as a member of the Stakeholder Advisory Committee, we are attaching a draft of the Committee Charter. **We ask that you read it carefully and thoughtfully and only accept membership if you agree to fulfill the role described in the Charter.**

We look forward to the discussions of this Advisory Committee over the coming months and we very much appreciate your willingness to assist our departments as we undertake the massive work required for the successful completion of our SUD 1115 waiver.

**Ohio Department of Mental Health and Addiction Services
Ohio Department of Medicaid
Charter for Stakeholder Advisory Committee
for Ohio's Medicaid Substance Use Disorder (SUD) 1115 Waiver**

First Meeting, December 20, 2019

Purpose:

The purpose of the Stakeholder Advisory Committee (SAC) for Ohio's Medicaid SUD 1115 Waiver is to put into practice ODM and OhioMHAS's commitment to personalize the treatment of behavioral health conditions for Medicaid beneficiaries. The SAC will advise the Directors and staff of the Ohio Departments of Mental Health and Addiction Services and Medicaid on the implementation of the milestones identified in Ohio's approved SUD 1115 waiver. The SAC will be chaired by ODM Director Maureen Corcoran and OhioMHAS Director Lori Criss ("the Directors") and staffed by representatives of both state agencies.

Membership will reflect the diversity of Ohio SUD stakeholders, especially those most directly affected by the changes proposed in Ohio's SUD 1115 waiver. Members will represent their broader interest groups, not just their individual agency or organization as members have been selected for the purpose of representing their respective interest groups in an advisory capacity throughout the implementation of Ohio's SUD 1115 waiver.

Governance

1. Policy decisions will be made by the Directors in concert with the Office of Governor Mike DeWine.
2. Meetings and agenda topics will be set by the Directors based on the progress of work.
3. Meetings of the Advisory Committee will be open to the public via in person attendance and participation in webinar simulcasts of committee meetings.
4. The work of the SAC and any subcommittees will continue throughout the length of the SUD waiver at the discretion of the Directors.

Operating Principles

1. Meetings will operate in a collegial and open environment to promote problem solving.
2. Members will familiarize themselves with Ohio's SUD 1115 waiver content and milestones.
3. Members will attend and participate in committee meetings consistently and come prepared for the discussion topic(s) of the day.
4. Members will not send substitutes, delegates or proxies to meetings, but may participate via webinar. However, members may bring colleagues with subject matter expertise to meetings, as appropriate, focused on those topics.

Ground Rules:

Committee members, state agency staff and other interested stakeholders are asked to follow the following ground rules:

1. Listen to one another and seek clarification with mutual respect and mutual purpose.
2. Be open, honest and transparent.
3. Think creatively and strategically.
4. Seek progress, not perfection; keep sight of the overall vision.
5. Ask probing questions and seek realistic answers.
6. Recognize what is within our span of control.
7. Use data to identify problems and propose solutions.
8. Work collaboratively.
9. Represent broader interests, not just those of your agency or organization.

Logistics & Communication

1. We estimate that membership on this committee will require less than 10 hours per month of your time and we request that members make at least a two year commitment.
2. Meetings will be held monthly or as determined necessary by the Directors.
3. Meetings will be announced in advance by posting meeting dates, times, locations, agendas, on the Ohio Medicaid behavioral health website, bh.medicaid.ohio.gov, as well as via announcement in stakeholder newsletters issued by ODM and OhioMHAS.
4. Meeting materials will be made available in advance of meeting dates so that Committee members and other stakeholders can review and prepare for discussion.
5. Meeting minutes will be captured along with webinar recordings and posted to the internet website for Ohio behavioral health: bh.medicaid.ohio.gov.
6. Subcommittees may be formed at the discretion of the Directors for the purpose of discussion and development of recommendations on specific topics. Subcommittee members will be selected by the Directors.

**Meeting Schedule for
Stakeholder Advisory Committee on SUD 1115 Waiver
Calendar Year 2020**

Meeting Date	Time	Location
Friday, Jan 31, 2020	1:00 – 3:00 pm	Lazarus C621
Friday, Feb 28	1:00 – 3:00 pm	Lazarus C621
Friday, March 27	1:00 – 3:00 pm	Lazarus C621
Friday April 24	1:00 – 3:00 pm	Lazarus C621
Friday May 29	1:00 – 3:00 pm	Lazarus C621
Friday June 26	1:00 – 3:00 pm	Lazarus C621
Friday July 31	1:00 – 3:00 pm	Lazarus C621
Friday August 28	1:00 – 3:00 pm	Lazarus C621
Friday September 25	1:00 – 3:00 pm	Lazarus C621
Friday October 30	1:00 – 3:00 pm	Lazarus C621
November 20	1:00 – 3:00 pm	Lazarus C621
December 18	1:00 – 3:00 pm	Lazarus C621

