

Partnership HealthPlan of California's Whole Child Model Family Advisory Committee (FAC) Charter

Purpose:

The Whole Child Model FAC is a Member Advisory Group to the Chief Executive Officer (CEO) and staff of Partnership HealthPlan of California (Partnership), providing input, review and recommendations on policies and issues that affect children and their families served through the Whole Child Model (WCM) program.

The WCM FAC is intended to promote open communication between families with children who have special health care needs, health plan leadership, California Children's Services (CCS) agencies, and local family support providers. It serves as a mutual learning forum for committee members and health plan staff to make a positive difference in the care the health plan provides to CCS beneficiaries.

Authority and Responsibility:

SB 586 (Hernandez, 2016) established a WCM program, under which managed care plans served by a county organized health system or Regional Health Authority in designated counties would provide CCS services to Medi-Cal eligible CCS children and youth. This legislation also required each Medi-Cal managed care plan participating in the WCM program to establish a family advisory group for CCS families (WIC 14094.17(b)(1)).

The WCM FAC may make recommendations to the CEO, based on member and community input and feedback.

As this is an Advisory Committee to the CEO, the Brown Act does not apply.

Membership:

Membership status is reviewed and approved by a committee of Partnership leadership.

Membership includes:

- WCM CCS Members and/or family members composed of a diverse group that represents a range of conditions, disabilities, and demographics – Family representatives from each Partnership county (Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba). Equal representation (two representatives) from each county is sought but not required.¹ Partnership meeting facilitation and representation ensures proper coordination of roles and responsibilities and support to participating members.

¹ Please note, if there are not enough CCS family members to fill both positions on the WCM FAC, Partnership will allow a county representative from that county to fill that position.

- Local Consumer Advocates – maximum of one (1) local consumer advocate representing CCS families.
- Local Providers - maximum of one (1) representative from each Partnership region, including CCS County staff, Parent Advocacy groups or CCS paneled providers. This provider must be serving Partnership Members in Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, or Yuba County. This may include, but not limited to, parent centers, such as family resource centers, family empowerment centers, and parent training and information centers.

Committee Staff

- Partnership employees will serve as support staff to the WCM FAC.

Membership roles and responsibilities:

Family Members

- Family members play a crucial role in ensuring productive discussions. They are responsible for presenting family member input, setting a clear purpose, and establishing a positive tone. They provide relevant updates since the last meeting to keep everyone informed and offer valuable input on processes, challenges, and ideas. Additionally, they identify upcoming topics and suggest new ideas for future meetings. This role ensures that meetings are collaborative and effective.

Partnership Staff

- Partnership Staff play a crucial role in ensuring meeting effectiveness and smooth operation. The responsibilities include arranging all logistical aspects, such as scheduling, preparing the venue, and distributing materials. They assist in facilitating the meeting by managing the agenda and, importantly, encouraging and guiding productive discussions. Additionally, they monitor attendance to ensure all relevant parties are present and engaged. Following the meeting, they track and manage action items to ensure timely completion and progress. They also help prepare meeting topics to provide relevant and timely discussions. Furthermore, they collect and incorporate feedback from family members, local providers, and local consumer advocates to continually enhance service quality. This role is essential for maintaining organization, effective communication, and actionable outcomes within the partnership.

Local Consumer Advocate or Local Provider

- As a Local Consumer Advocate or Provider, the role is to support and enhance the effectiveness of meetings by contributing expertise and insights. They attend and actively listen to meetings to fully understand the discussions and decisions. They provide support and clarity based on their expertise when relevant questions arise. Additionally, they respond to inquiries about their specific community or organization, offering informed and accurate information to assist with decision-making. The contributions are essential for ensuring that meetings are well-informed and that community-specific issues are effectively addressed.

Terms:

WCM CCS Member and/or family member will be appointed to a two-year term. At the end of the term the member may be reappointed to a subsequent two-year term.

Local Consumer Advocate will be appointed to a two -year term. At the end of the term this position will be open to other applicants in the region. If there is no other applicant the advocate may be reappointed to a subsequent term.

Local CCS County Representative will be appointed to a two -year term. At the end of the term, this position will be open to other applicants from other counties in the region. If there is no other applicant the county representative may be reappointed to a subsequent term.

FAC Chair and Vice Chair:

The FAC shall select a Chair and Vice Chair. The Chair and Vice Chair shall be a CCS Member or family representative.

The role of the Chair is to provide meeting facilitation and direct the meeting process through the agenda. The Chair will guide and lead discussion to ensure all participants are provided equal opportunity for participation.

The role of the Vice Chair is to preside at the meetings of the FAC in the absence of the Chair.

If both Chair and Vice Chair are absent, the WCM FAC members present will select one member to act as Chair for the meeting.

The FAC shall elect a Chair and Vice Chair for a two-year term.

Meetings:

The WCM FAC shall meet four (4) times per year (i.e., quarterly).

These meetings will be on the 3rd Tuesday of every third month. This time can be changed at any time by a vote of the Committee.

These meetings will be located at Partnership offices, and remotely. Partnership will provide technical support for remote meeting access. When feasible, meetings could be held at alternative locations with prior approval by the organizers.

Meeting Compensation:

Appointed Members are eligible to receive a stipend for meeting attendance.

Agendas, Minutes, Reports:

Partnership staff will work in collaboration with the Committee, to develop the agenda for each meeting.

Partnership staff are responsible for agenda and meeting material production and distribution.

Partnership staff will record minutes of meetings which will be approved by the FAC members at each subsequent meeting.

Review of Charter:

The FAC shall review this charter as needed. Any proposed changes shall be submitted to the CEO for approval.