

**HTA Vision**

Achieve *better health care outcomes* for enrollees and beneficiaries of state programs by paying for proven health technologies that work.

**HTA Mission**

Base coverage on evidence that a medical procedure, device, or test is safe, effective, and provides value.

Purpose of this Document: The following guidelines for public comments to the Health Technology Clinical Committee (HTCC) have been developed to ensure the most productive use of the time available. Following the guidelines will ensure that your comments makes the most positive contribution regarding the safety, efficacy, effectiveness, and cost effectiveness of the technology being reviewed. Public comments should focus on the issues specific to the technology topic(s) before the committee. Consider the purpose and mandates of the HTCC, and the stage of the process, if providing public input and focus on evidence.

**Public Comment Process**

- *Scheduled:* For scheduled public presentations, individuals who register and submit an electronic / written copy of the presentation as instructed by the program in advance of the meeting are permitted to present during the identified scheduled public comment period. The time allotted for each presentation is five minutes. Presenters will speak in their assigned order. If presenters are not given an opportunity to speak because of time restrictions, the program will present any written public comments to the Committee.
- *Open:* For other public comments, individuals present may sign up to provide oral comments prior to the meeting. The time allotted for each comment is three minutes.

**Procedure for all Types of Public Comments: Transparency and Efficiency**

1. Declare any actual or potential conflicts or interest\*: professional, intellectual, or financial, before making comments.
2. State capacity in which you are speaking and whether it is at the request or supported by any organization or company.
3. Limit comments to allotted time or 3 minutes.
4. Do not repeat points that have been made previously.
5. Time at meeting is limited. You may supplement or submit public comments electronically. Information received prior to the meeting will be collected and forwarded to the committee before the public meeting.

**What type of information is helpful?**

1. This committee is charged with making decisions based on the most valid and reliable evidence. Educate and inform the committee and attendees by focusing on facts and direct scientific evidence, especially any issues related to the review of the scientific evidence itself including:
  - a. Evidence not reviewed but available from peer-reviewed publications;
  - b. Interpretations of the evidence cited in the technology review;
  - c. Criticality of outcomes;
  - d. Study design issues that limit the availability of evidence for review;
  - e. The possibility of developing better evidence, including any pending studies;
  - f. Size of the possible health effect from the technology relative to the existing standard of care; and
  - g. Assessment of balance of potential or actual benefits, harms, and costs.
2. Avoid anecdotal information.
3. Base your recommendations on the committee's decision criteria.

\*Conflict of interest is a potential bias created by intellectual or financial interests, employment or representation (paid or unpaid) of a group. Specific to health technologies, relationships with the manufacturer of any commercial products and / or providers of commercial services discussed are actual conflicts and include receipt of honoraria, salary, consulting, or research support, intellectual property rights, stock or ownership interest. Honorariums includes public members paid for time or travel to attend this meeting and must be disclosed.