

Temporary Community Engagement Advisory Committee (CEAC)

Apple Health Expansion and Qualified Health Plan Expansion programs



Note: This is a draft charter for the temporary community engagement advisory committee. The charter will be finalized after the group has been formed and community members have had an opportunity to contribute to the content.

Project charter

1. Key information

Committee information	Details
Workgroup/committee name	Temporary Community Engagement Advisory Committee (CEAC)
Purpose statement	<p>As a step towards building trust and creating a system to engage communities, the Washington State Health Care Authority (HCA), Department of Social and Health Services (DSHS), and the Health Benefit Exchange (HBE), together with Washington’s immigrant communities are forming a temporary CEAC.</p> <p>This collaboration between state agencies and community is intended to be a safe space for community members to receive information about, and provide input related to the implementation of the Apple Health Expansion (AHE) and the Qualified Health Plan Expansion (QHPE) programs.</p>
Goals	<p>The CEAC will work towards a successful implementation of the two new programs for Washington’s immigrant community, AHE and QHPE by providing a safe space for community to engage in meaningful feedback on the development and implementation of AHE and QHPE.</p> <p>In addition, this committee will advise and assist in the formation of the Apple Health Expansion Advisory Workgroup, a permanent workgroup that will partner with HCA and provide feedback on the AHE program.</p>
Portfolio	This group provides input and support to the AHE and QHPE programs.
Executive sponsor	
Date established	Goal: October 2023
Team charter revision date(s)	
Customers	Communities who are eligible for the AHE and QHPE programs.
Meeting frequency and dates	Bi-weekly for 90 minutes

2. Committee intention statement

As state agencies we recognize that there is not one prescribed process for engaging the communities we serve in a meaningful way. The fact that agencies do not always have a clear pathway is especially detrimental to the state’s relationship with Washington’s immigrant communities. As a step towards building trust and creating a system to engage communities, the Washington State Health Care Authority (HCA), Department of Social and Health Services (DSHS), and the Health Benefit Exchange (HBE), together with Washington’s immigrant communities are forming a temporary Community Engagement Advisory Committee (CEAC).

This collaboration between state agencies and community is intended to be a safe space for community members to receive information about, and provide input related to the implementation of the Apple Health Expansion (AHE) and the Qualified Health Plan Expansion (QHPE) programs.

3. Membership

HCA, DSHS, and HBE will open committee membership to communities for a 30-day period and request all interested organizations submit the following to the [HCA Apple Health Expansion email](#):

- Name of organization,
- Geographic area your organization serves,
- Populations served, and
- Languages spoken by community members.

The agencies will review applications and select community-based organizations and advocates who represent Washington’s diverse immigrant communities. These community members will be asked to attend two meetings (90-minutes each) and have the capacity to share the information and feedback opportunities highlighted during those meetings with their community and other organizations in their network.

4. Goal

The temporary CEAC’s goal is to create a space where Community-Based Organizations (CBO), legal and immigrant community advocates, and representatives from the HCA, HBE, and DSHS can work together to take another step towards expanding health care coverage for all Washingtonians.

The temporary committee will work towards a successful implementation of the two new programs for Washington’s immigrant community, AHE and QHPE, and form the Apple Health Expansion Advisory Workgroup, a permanent workgroup that will partner with HCA and provide feedback on the AHE program.

With the goal of inclusivity in mind, the state recognizes the need to build trust and a safe space to actively engage in meaningful feedback. The state intends to provide the CEAC the information it needs to actively achieve the committee’s goals of implementation and lay the framework for a permanent advisory workgroup.

5. Scope

In Scope

- Community outreach and education efforts.
- Charter for CEAC and permanent committee.
- Apple Health Expansion: Rules, specific areas of the Managed Care Contracts and Readiness Review program, and client facing communication.

Out of Scope

- Financial or fiscal components of the programs.
- Contractors selected for the program benefits and services, agency operations, MCO operations, and administrative expenses.

6. Objectives and measures of success

#	Objective	Metric
1.	Creation of the Temporary Community Engagement Advisory Committee charter	<ul style="list-style-type: none"> Temporary community engagement advisory committee created.
2.	Information sharing: <ul style="list-style-type: none"> The state intends to provide information regarding the two new programs QHPE and AHE. Committee members agree to share information across its networks and with its community counterparts. 	<ul style="list-style-type: none"> Information about QHPE and AHE is shared with committee members to ensure that they are culturally appropriate for the communities served by the programs. Information about the two new programs is effectively shared with CBOs and other key community members who are not part of the CEAC.
3.	Feedback loop: <ul style="list-style-type: none"> The state intends to seek input on outreach and education materials as well as other programmatic components. As the state makes its decisions it is committed to sharing the results and impact of community input. Committee members agree to share with its networks and where possible community counterparts an opportunity to participate in the feedback loop. 	<ul style="list-style-type: none"> The temporary committee will work towards a successful implementation of the two new programs for Washington's immigrant community, AHE and QHPE by providing a safe space for community to engage in meaningful feedback on the development and implementation of AHE and QHPE. This committee will advise and assist in the formation of the Apple Health Expansion Advisory Workgroup, a permanent workgroup that will partner with HCA and provide feedback on the AHE program.
4.	Creation of the Apple Health Expansion Advisory and Accountability Workgroup	<ul style="list-style-type: none"> Charter that includes intentions around moving the advisory workgroup from input to empowerment. Members Identified. A plan for introducing new members to the committee's purpose, scope, and work.

7. Leadership roles and responsibilities

Committee role	Responsibilities	Team member(s) assigned
Project managers	<ul style="list-style-type: none"> Facilitate the development of the project charter and committee agendas. Track feedback opportunities including committee input, and impact of the feedback received on the work. 	

	<ul style="list-style-type: none"> • Identify, track and escalate critical issues and decisions. • Facilitate meetings and coordination of the committee's work. • Facilitate resolution of issues to accomplish goals. 	
State Partners	<ul style="list-style-type: none"> • Commit to interacting in ways that continue to build trust in the state and its contractual partners. • Actively listen to community. • Solicit feedback, provide ample time to collect needed input, and let the community know the results/impact on the topic/work. • Engage the group with an open mind and a willingness to find new ways to meaningfully partner with the community. • Be transparent. <ul style="list-style-type: none"> ○ Raise issues and risks promptly. ○ Share updates. ○ Communicate important updates to the implementation of the program and changes to the timeline. 	
Community Partners	<ul style="list-style-type: none"> • Actively attend meetings and engage in discussion (send delegate when necessary). • Be prepared to openly discuss topics. • Advise the state on ways to better serve impacted communities. • Be willing to share information and opportunities for feedback with your community and networks. • Primary liaison between executive sponsors and Pride ERG members. 	

8. Ground rules

9. Decision making procedure

10. Acceptance

By signing this document, I agree to support this project/committee as described above. Physical or electronic signatures are acceptable.

Committee members	Title	Signature	Date

Versions

V.	Date	Description	Prepared by