The MHCA Committee Structure will include Teams, Workgroups and an Advisory Group. Team Chairs will be asked to focus on developing member resources, which may include presentations. They will make a concerted effort to share ideas and tips that come from meetings and listserv discussions with the broader MHCA membership.

* Frequency of meetings will vary by team; each will meet at least quarterly and conference calls may be utilized, as appropriate.
* Some of the teams will meet year-round (begin in the summer vs fall). The team applications will indicate the frequency of each teams’ meetings.
* Team meetings will be held at the MHCA office.
* Maximum number of members per team: 15, plus Board Liaison & staff rep.
* A member can serve on one team/workgroup, unless openings remain.
* Business Partners participation – limit of one per team.
* Staff will be more engaged, collaborating on the agenda prior to its distribution.
* The nurse consultants will work collaboratively to help support the teams. Lead assignments include:
	+ Connie Dreyer will help get the MA Team launched and provide support for the Clinical Quality Team.
	+ Lores will provide support for the Survey and Regulatory Analysis Team.

**Selection Process:**

* Team promotion will be in May, with an application deadline of June 5th.
	+ Introduce/launch at Annual Meeting
	+ Send information in weekly Informers
	+ Send applications to current team members
* Members will be given opportunity to identify 1, 2, and 3rd choices
* Staff will recommend appointments, based on broad representation on each team (region, type of service/expertise)
* Board of Directors will officially appoint the team and workgroup members
* Chairs will be appointed by the MHCA Executive Committee, as indicated in our current procedures

**MHCA will continue hosting the following listserv or discussion boards to encourage networking and sharing of ideas. These lists will be cleaned up and promoted, along with the teams.**

* Billers
* Rehab
* Hospice/Palliative Care
* PCA

**Clinical Quality**

***Supported by Nurse Consultant***

**Responsibility:** Reviews and recommends direction on issues relating to Outcome Based Quality Improvement (OBQI), adverse event reports, quality assurance and use of reports and data to improve quality.

**Charge:**

* Review data and identify trends from reports, including, but not limited to: CASPER, CAHPS, 5-Star Ratings and HomeHealth Compare.
* Develop and implement a plan to assist members in collecting and using outcome information to improve quality and address trends.
* Develop or recommend appropriate resources and education to address trend issues.
* Present at conferences, as needed.
* Other charges as requested by the MHCA Board of Directors.

**Education Team**

**Responsibility:** Develop, implement and evaluate association educational programs, with a focus on fostering solutions to some of the most pressing challenges facing our industry.

**Charge:**

* Recommend practical and useful high quality educational programs that meet the diverse needs of our members.
* Act in an advisory capacity for the MHCA Education Manager for any and all components of MHCA Education.
* Assist on-site at Annual Meeting.

**Education Hospice/Palliative Care Workgroup:**

This workgroup will report to the Education Team, with the Chair or other appointed member serving as a liaison.

**Workgroup Responsibility:**

* Track challenges, identify emerging issues and share insight team
* Provide suggestions on how to enhance the value of membership for the group they are representing.
* Draft rule comments, white papers and other resources, as needed.

**Legislative Team**

**Responsibility:** Review, track and participate in state and federal legislative issues related to home care. Coordinate member grassroots engagement and provide applicable information and resources to members.

**Charge:**

* Recommend annual legislative priorities to the MHCA Board, identifying a maximum of 3 issues per year.
* Develop position papers and testimony, and work with MHCA Government Relations Director to draft appropriate legislation.
* Provide input on the fall policy conference topics.
* Organize/host “Day at the Capitol”.
* Seek ongoing contact with state legislators.
* Other charges as requested by the MHCA Board of Directors

**MA Team**

**(DHS Liaison)**

**Responsibility:** Stays current on MN health care programs and state payment issues. Develop a relationship with DHS and help members understand DHS’ role with various home care issues.

**Charge:**

* Track issues, updates, and information regarding MN Department of Human Services (DHS) policy.
* Troubleshoots issues as patterns are identified.
* Provide timely updates to members on issues (e.g. on-site visits).
* Recommend educational topics to Education Team and present, as needed.
* Prepares educational documents/templates for members related to MA changes/policies.
* Track issues that may require legislative action and forward to Legislative Team.
* Assign a representative to track issues addressed through the Billers Listserv.
* Assist MHCA staff with answering MA related questions.
* Other charges as requested by the MHCA Board of Directors.

**MA Workgroups:**

These workgroups will report to the MA Team, with the Chair or other appointed member serving as a liaison.

* Home Care Nursing (formerly PDN)
* Personal Care Assistants/CFSS/245D

**Workgroup Responsibility:**

* Track challenges, identify emerging issues and share insight with MA team.
* Provide suggestions on how to enhance the value of membership for the group they are representing and share insight with Membership Team.
* Draft rule comments, white papers and other resources, as needed.

**Medicare Team**

**(Federal Regulatory and Payment)**

**Responsibility:** Remain current on the Medicare home health benefit set, reimbursement and regulatory issues.

**Charge:**

* Track issues, updates, and information regarding CMS and Medicare policy.
* Troubleshoots issues as patterns are identified.
* Provide timely updates to members.
* Recommend educational topics to Education Team and present, as needed.
* Develop white papers, articles, and comment letters for rule changes on Medicare related issues.
* Track issues that may require legislative action and forward to Legislative Team.
* Assign a representative to track issues addressed through the Billers Listserv.
* Assist MHCA staff with answering Medicare related questions.
* Other charges as requested by the MHCA Board of Directors.

**Membership Team**

**Responsibility:** Serve the needs of MHCA members by soliciting feedback from members; recommending goals and strategies to retain current members and recruit new members. This team acts as the “eyes and ears” of the membership and facilitates member engagement.

**Charge:**

* Assess MHCA membership trends, satisfaction, and interests.
* Identify and strengthen the member services and benefits that facilitate membership recruitment, retention and engagement.
* Review and analyze dues model on a periodic basis.
* Other charges as requested by the MHCA Board of Directors.

**Rehabilitation**

**Responsibility:** Develop resources and education that addresses best practices, standards and regulations for speech, physical and occupational therapies in the home health setting.

**Charge:**

* Reviews updates in practice, standards and regulations, and shares information with members regarding assessments, interventions and processes.
* Prepare and present on topics such as therapy trends, best practices and changes, as needed.
* Other charges as requested by the MHCA Board of Directors

**Survey and Regulatory Analysis Team**

**(MDH Liaison)**

***Supported by Nurse Consultant***

**Responsibility:** Stay current on state licensure and Medicare certification compliance. Educate members on and develop tools for implementing state and federal rules and regulations. Develop a relationship with MDH and provide clarity for members regarding MDH’s role with various home care issues.

**Charge:**

* Track issues, updates, and information regarding MN Department of Health (MDH) policy changes/issues. Troubleshoots issues as patterns are identified.
* Provide timely updates to members.
* Identify state survey trends and related training needs, including creation of tools and mock survey training. Recommend educational topics and present at MHCA educational programs, as applicable.
* Track issues that may require legislative action and forward to Legislative Team.
* Other charges as requested by the MHCA Board of Directors.

**MHCA Physician Advisory Group (meet bi-annually)**

TBD in May

Responsibility:

* Track challenges, identify emerging issues and share insight

April 2015