



Department of Public Health and Human Services (DPHHS) Staff Guidelines for Beneficiary Advisory Council (BAC) Selection

OBJECTIVE

This document provides Department of Public Health and Human Services (DPHHS) staff with a standardized process for reviewing and evaluating applications for the Beneficiary Advisory Council (BAC). The goal is to ensure a fair, transparent, and compliant selection process that results in representative membership. These guidelines are consistent with the Centers for Medicare and Medicaid Services (CMS) requirements for committee composition and member selection.

STEP 1: INITIAL APPLICATION SCREENING

Upon receipt of an application, perform a preliminary review to ensure all required fields are complete.

- **For all applicants:** Verify that all required sections of the application are completed, including personal information and the statement of interest. Incomplete applications should be flagged for follow-up or moved to an "incomplete" file.
- Verify that the applicant has selected one of the lived experience categories in Section 3.

STEP 2: APPLICATION EVALUATION

Evaluate each application based on the criteria below. The primary goal is to assess a candidate's potential to contribute meaningfully to the council, while ensuring the overall composition is representative.

EVALUATION CRITERIA FOR BAC APPLICANTS

- **Lived Experience Description:** Focus on the depth and relevance of the applicant's description of their lived experience with the Medicaid program. A strong application will clearly articulate how their personal journey has shaped their perspective on Medicaid services.
- **Desire for Contribution:** Look for a clear and genuine desire to use their experience to improve the program for others, as described in their lived experience and perspective section.



- **Willingness to Engage:** Assess the applicant's stated commitment to attending quarterly meetings and engaging in discussions, as indicated in their responses in Section 4.

STEP 3: CANDIDATE FACTORS TO CONSIDER

Evaluate candidates based on established criteria, including relevant experience, quality of the statement of interest, lived experience, and the unique perspective they offer. Consideration should also be given to ensuring diverse representation.

Factors to Consider:

- Beneficiaries from various programs
- Demographic representation
- Geographic location
- Disability status
- Lived experience

STEP 4: FINAL RECOMMENDATIONS AND SELECTION

Prepare a summary report for the DPHHS leadership, highlighting the top candidates for the BAC. The report should include:

- A brief profile for each recommended candidate.
- A justification for their selection based on the evaluation criteria.
- An analysis of how the slate of recommended candidates contributes to the overall representation and compliance goals of the committees.
- A list of alternatives for leadership to consider if the initial candidates are not selected.

DPHHS leadership will then present their final selections to the DPHHS director, who is responsible for the final selection of all committee members.