



Convened: 9/20/2011

Long Term Care Advisory Committee DRAFT Charter

Charter: The Long Term Care Advisory Committee (LTCAC) has been formed to discuss, research and advise the Department on recommended policies and processes.

Members are appointed by the Executive Director for a two or three year term to engage in comprehensive policy discussion on innovations and issues in the delivery of long-term services and supports (LTSS), to review proposals and work products from reporting groups, and to make recommendations to the Department for consideration.

The LTCAC actively participates in plans for new initiatives or programs affecting persons who utilize LTSS. The committee provides input on Department policy with anticipated areas of focus to include Colorado's Money Follows the Person initiative, the Affordable Care Act, waiver modernization, delivery system capacity and models, accountability and responsiveness, and LTSS eligibility reform.

Guiding Principles

1. **Person-centered:** Committed to ensuring that LTSS programs meet the individual's needs, provides opportunities for self-direction, offers choice, and improves personal experience.
2. **Independent Living:** Committed to ensuring that clients live in the most appropriate setting with appropriate supports in alignment with Colorado's Olmstead Recommendations.
3. **Coordinated Care:** Committed to ensuring integration between all systems and programs and to facilitate transitions between care settings.
4. **Streamlined Access:** Committed to ensuring timely, transparent, and person-centered access to care.
5. **Sustainable Financing:** Committed to ensuring sustainable costs and funding.

Guidelines for Working Together

1. Today is the first day of our working relationship.
2. We are solution-focused.
3. Step up and step back.
4. Say it once and receive acknowledgement that your voice has been heard.
5. Person-centered.
6. Collaboration is crucial.
7. Language is important.
8. Listen.
9. Process is important.
10. Discuss the un-discussable.

Membership

The LTCAC consists of appointed members who represent and offer a wide range of expertise, perspective, and leadership. The committee members have agreed to represent a group(s) of constituents and communicate the activities of the LTCAC to these constituents as well as communicate the ideas, thoughts, and activities of the constituents back to the LTCAC. The committee will be staffed by the Long Term Care Benefits Division's Program Assistant. As of the Spring of 2012, the LTCAC members are the following:

Barbara Wilkins-Crowder	Kevin Smith
Barry Rosenberg	Marijo Rymer
Dave Norman	Nick Scheidegger
Dawn Russell	Penny Cook
Donna Zwierzynski	Renee Boyes Walbert
Dustin Dodson	Shelley Hitt
John Zabawa	Susan Langley
Julie Farrar	Vicki Rodgers
Julie Geiser	Vivian Stovall
Kathy Martin	

Member Roles and Responsibilities

Members are expected to attend monthly meetings and actively participate in understanding and promoting the charter and guiding principles of the LTCAC.

Members are expected to communicate and liaise between the LTCAC and the LTC constituents they represent.

Members are expected to provide information, opinion, and feedback on issues relating to existing and new Department policy, process and procedure and to inform new initiatives and programs that improve the delivery of LTSS in Colorado.

Ex Officio Members Roles and Responsibilities

Ex Officio Members are state employees of other state agencies and departments that have oversight of programs and services that impact the quality of LTSS or that serve populations who use LTSS.

Ex Officio Members are expected to attend monthly meetings and actively participate in understanding and promoting the charter and guiding principles of the LTCAC.

Ex Officio Members are expected to provide information, opinion, and feedback on issues relating to existing or new Department policy, process and procedure and to inform new initiatives or programs that improve the delivery of LTSS in Colorado. This includes regulatory, budgetary or policy constraints that exist for their respective state agencies and opportunities to leverage funding, coordinate initiatives or avoid duplication during planning discussions at the LTCAC of new policies, initiatives or programs.

Ex Officio Members are expected to communicate and liaise between the LTCAC and their respective state agencies.

Department Responsibilities

Proactively inform committee members of potential changes to federal and/or state rules, legislation, and policies.

All recommendations from the committee will be evaluated by the Department.

The Department will report back to the committee on the final decision(s).

The Department Stakeholder Relations Manager will serve as chair of the committee.

The Executive Director of HCPF will receive monthly minutes and recommendations from the LTCAC.

Role of the Public

Share advice, feedback, perspectives, issues and concerns for the purpose of informing policy discussions and decisions under consideration by the LTCAC and the Department.

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