

APCD Stakeholder Advisory Group Charter

Purpose

The Stakeholder Advisory Group is established to advise the Center for Health Care Data (the Center) by providing expertise and relevant experience in the development and operation of the All Payor Claims Database (APCD) for the State of Texas in the following areas:

- (1) Establishing and updating the standards, requirements, policies, and procedures relating to the collection and use of data contained in the database
- (2) Evaluating and prioritizing the types of reports the Center should publish
- (3) Evaluating requirements for data requests from qualified research entities
- (4) Assisting the Center in developing recommendations for a report to the Legislature by September 1 of even years to further improve the transparency, cost-effectiveness, accessibility, and quality of health care in this state
- (5) Providing recommendations to meet constituent expectations and improvement of deliverables

Members of the Advisory Group should represent interests from across the state and stakeholder groups.

Structure

The Stakeholder Advisory Group will consist of the members identified herein, and the Director of the Center, or their designee, who will preside over meetings of the Stakeholder Advisory Group as a non-voting member. The Director may establish sub-committees of the Stakeholder Advisory Group.

Membership

The Stakeholder Advisory Group, consistent with Texas Insurance Code § 38.403, shall be composed of:

- (1) the state Medicaid director or the director's designee;
- (2) a member designated by the Teacher Retirement System of Texas;
- (3) a member designated by the Employees Retirement System of Texas; and
- (4) 12 members designated by the Center, including:
 - (A) two members representing the business community, with at least one of those members representing small businesses that purchase health benefits but are not involved in the provision of health care services, supplies, or devices or health benefit plans;
 - (B) two members who represent consumers and who are not professionally involved in the purchase, provision, administration, or review of health care services, supplies, or devices or health benefit plans, with at least one member representing the behavioral health community;
 - (C) two members representing hospitals that are licensed in this state;
 - (D) two members representing health benefit plan issuers that are regulated by the department;
 - (E) two members who are physicians licensed to practice medicine in this state, one of whom is a primary care physician; and
 - (F) two members who are not professionally involved in the purchase, provision, administration, or review of health care services, supplies, or devices or health benefit plans and who have expertise in:
 - (i) health planning;
 - (ii) health economics;
 - (iii) provider quality assurance;
 - (iv) statistics or health data management; or
 - (v) medical privacy laws.

Terms & Requirements for Service

Terms

Initial terms of the stakeholder advisory group will begin on January 1, 2022, and end December 31, 2024.

Initial re-appointments of the stakeholder advisory group will begin January 1, 2025 and will be staggered as follows:

(1) the state Medicaid director or the director's designee; two members representing the business community per Insurance Code §38.403(b)(4)(A); and two members representing consumers per Insurance Code §38.403(b)(4)(B) -- terms to expire December 31, 2026.

(2) a member designated by the Teacher Retirement System of Texas; two members representing hospitals per Insurance Code §38.403(b)(4)(C); and two members representing health benefit plan issues per Insurance Code §38.403(b)(4)(D) -- with terms to expire December 31, 2027.

(3) a member designated by the Employees Retirement System; two members representing physicians per Insurance Code §38.403(b)(4)(E); and two members not professionally involved in the purchase, provision, administration, or review of health care services per Insurance Code §38.403(b)(4)(F) -- with terms to expire December 31, 2028.

All subsequent terms will be for a period of 3 years.

Members designated by the Center under Insurance Code §38.403(b)(4) may not serve more than two consecutive terms.

Conflicts of Interest

It shall be the duty of each individual member to disclose and avoid conflicts of interest. A person serving on the stakeholder advisory group must disclose any conflict of interest that exists at the time they are appointed or reappointed to the group. If any unforeseen conflict arises, the person must disclose the conflict when it is identified.

Replacing a Member

A member designated by the Center may be terminated under the following circumstances:

- a) The member no longer meets the requirements of the constituency that the member was chosen to represent.
- b) The member fails to attend at least 2/3 of regularly scheduled meetings in a given calendar year.
- c) The member fails to abide by laws and regulations governing this group. (E.g., fails to disclose a conflict of interest.)
- d) Other circumstances as determined by the Center.

Should a member designated by the Center resign or fail to serve a full term, the Center will designate a replacement to fill out the remainder of the member's term. The replacement will represent the same constituency as the departing member.

Meetings

The Stakeholder Advisory Group will hold up to 6 meetings per year. The Director may add, reschedule, postpone, or cancel meetings at the Director's discretion, provided the Director gives advance notice to members of the Stakeholder Advisory Group. The Director may also call special meetings of the Stakeholder Advisory Group at the Director's discretion.

Meetings may be held in person. However, the Center will provide an online, audio/visual option for members.

The Center will be responsible for coordinating and leading meetings including:

- Meeting notices,
- Agendas,
- Notes, and
- Other administrative support.