

**Medicaid Advisory Committee and Beneficiary Advisory Council**  
**Changes Pursuant to**  
[Ensuring Access to Medicaid Programs \(HCBS Access Rule\)](#)

**Purpose [CFR 431.12](#):**

State Plan requirements for establishment and ongoing operation of a public Medicaid Advisory Committee (MAC) with a dedicated Beneficiary Advisory Council (BAC) comprised of current and former Medicaid beneficiaries, their family members, and caregivers, to advise the State Medicaid agency on matters of concern related to policy development, and matters related to the effective administration of the Medicaid program.

<b>Current MCAC Requirements per Bylaws</b>	<b>CFR changes/requirements</b>	<b>Changes to Bylaws</b>
<b>Committee Name:</b> Medical Care Advisory Committee	Change name to: Medicaid Advisory Committee and add Beneficiary Advisory Council.	Updated MAC name and added BAC throughout as applicable.
<b>Authority:</b> The Deputy Director of Healthcare Administration within DHHS or higher State authority.	Director of the Medicaid Program appoints the members for the MAC and BAC.	Changed Deputy Director of Healthcare Administration to Director of the Medicaid Program.
<b>Function:</b> Bylaws currently state purpose and function of the MCAC.	CFR adds language around purpose, participation, and scope.	Will update bylaws to reflect the language in the CFR for both MAC and BAC. Removed “participation and scope” from

		Article II Section 2 down to Article V Section 2.
<p><b>Composition:</b> The MCAC should be comprised of at least 15 but not more than 19 members.</p> <p>49% are provider representatives and 51% are consumer representatives.</p> <p>One member is the Executive Director of the Department of Workforce Services or designee.</p>	<p>The State must create a process for recruitment and selection of members and publish this information on the State's website. The membership of the MAC must be composed of the following percentage and representative categories of interested parties in the State:</p> <p>(1) For the period from July 9, 2024 through July 9, 2025, 10 percent of the MAC members must come from the BAC; for the period from July 10, 2025 through July 9, 2026, 20 percent of MAC members must come from the BAC; and thereafter, 25 percent of MAC members must come from the BAC.</p>	<p>MAC - number of members will not be changing. Five (5) members of the MCAC need to serve on the BAC.</p> <p>BAC - number of members will be at least 7 but no more than 15. The BAC shall be composed of individuals who are currently or have been Medicaid beneficiaries and individuals with direct experience supporting Medicaid beneficiaries (family members and paid or unpaid caregivers of those enrolled in Medicaid).</p>
<p><b>Term Limits:</b> 3 years with an optional 3 years, but no more than six consecutive years</p>	<p>Term limits can be determined by the State, but not be followed immediately by a consecutive term for the same member.</p>	<p>MAC appointments shall be 6 year terms to allow Vice-Chair appointments to serve 2 years as Vice-Chair and 2 years as Chair.</p> <p>BAC appointments shall be 6 year terms.</p>

		<p>Members cannot serve for a consecutive term.</p>
<p><b>Meetings:</b> MCAC shall meet a minimum of six times a year unless otherwise determined by the MCAC executive committee. Meetings are open to the public unless an executive session is called according to the Open and Public Meetings Act.</p>	<p>The MAC and BAC must each meet at least once per quarter and hold off-cycle meetings as needed.</p> <p>Make at least two MAC meetings per year open to the public and those meetings must include a dedicated time during the meeting for the public to make comments.</p> <p>BAC meetings are not required to be open to the public, unless the State's BAC members decide otherwise.</p> <p>The BAC must meet separately from the MAC, on a regular basis, and in advance of each MAC meeting to ensure BAC member preparation for each MAC meeting.</p>	<p>No changes to the current language in the bylaws as the MAC will meet a minimum of six times a year going forward. MAC meetings will continue to be open to the public unless an executive session is called.</p> <p>BAC will meet once per quarter ahead of the MAC meeting.</p> <p>BAC meetings will not be open to the public unless BAC Chair and Vice-Chair determine a public meeting is needed.</p> <p>Meeting minutes will be posted on the website for MAC and BAC. BAC members can opt to not have their name on the meeting minutes and membership list.</p> <p>MAC meetings will be held in January, March, May, and June, August, and October on the third Thursday of the month from 2:00 to 4:00.</p> <p>BAC meetings will be held in January, May, August, and October on the second Thursday of the month from 2:00 - 3:00.</p>

<p><b>Chair and Vice-Chair:</b> Vice-Chairperson shall be elected for two years, after which time shall automatically become the Chairperson for a period of two years. The MCAC elects its Chair and Vice-Chair every two years at its August or September meeting. The Chair and Vice-Chair shall appoint a member at large to serve for the duration of the term.</p>	<p>The CFR does not include requirements for a Chair or Vice-Chair positions. The CFR states, "State must create a process for recruitment and selection of members and publish this information on the State's website."</p>	<p>Bylaws will include BAC to have the same process for the Chair and Vice-Chair positions.</p>
<p><b>Reimbursement:</b> Reimbursement is provided by the Department for certain expenses incurred by MCAC members who are consumers of Medicaid services or their parents/caretaker relatives, such as travel and per diem, as determined by the Executive Committee and approved by DIH.</p>	<p>Providing financial support, if necessary, to facilitate Medicaid beneficiary engagement in the MAC and the BAC.</p>	<p>Will update the bylaws to include the BAC as written in the bylaws.</p>
<p><b>Reports and Recommendations:</b> Currently the bylaws inform the process for majority and minority reports. No annual report requirement.</p>	<p>The MAC, with support from the State, must submit an annual report describing its activities, topics discussed, and recommendations. The State must review the report and include responses to the recommended actions. The State agency must then—</p> <ol style="list-style-type: none"> <li>(1) Provide MAC members with final review of the report;</li> <li>(2) Ensure that the annual report of the MAC includes a section describing the activities, topics discussed, and</li> </ol>	<p>Bylaws will be updated to reflect the annual report requirements.</p>

	<p>recommendations of the BAC, as well as the State's responses to the recommendations; and</p> <p>(3) Post the report to the State's website. States have 2 years from July 9, 2024 to finalize the first annual MAC report. After the report has been finalized, States will have 30 days to post the annual report.</p>	
--	--	--