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**Policy # 28-03**

**Date: Revised 7/15/17**

**Policy and Procedure: Public Policy Committee and Guidelines for Committee Participation**

**Policy:**

It is the policy of the Case Management Society of New England to have a Chapter Public Policy Committee to serve as a communication and educational resource on public policy issues related to our profession for the chapter membership. The committee is dedicated to guiding and aiding the Chapter in the development of processes that will help and/or assist the practice and goals of case management, in helping legislators and policy makers better understand the role case management plays in health care delivery and ensuring patients receive the best care possible.

**Scope:**

Defining goals on the Chapter level and maintaining an active Public Policy Committee is a powerful way to enhance the political power of the Case Management Society of New England, as well as establishing a proactive alliance with CMSA. Political action means caring about issues you value and offering your expertise and opinions to create social change. With this in mind, it is clear that as case managers we are uniquely qualified. Case managers offer a perspective and expertise that is unmatched in caring for the disabled, medical and psychosocially complex, chronic condition population. Case managers are experts in care coordination and care transitions across the continuum of care.

**The Goals of the Committee are:**

- To educate members on the basics of the political process.
- To serve as an educational resource for members about specific programs related to health policy issues.
- To establish a resource guide that outlines the legislative process.
- To disseminate information by means of articles in the Chapter Newsletter, *The Facilitator* and by Call to Action messages via the chapter's social networking pages and electronic distribution lists.
- To review the legislative literature as available and advise CMSNE's Board of Directors on the political implications for case managers.
- To track and report on legislation affecting case managers and the profession of case management under the auspices and guidance of the Chapter.
- To report on health policy issues from the national, state and local arenas at chapter meetings, as needed.
- To actively network with other professional organizations.
- To participate in building relationships with local representatives and state legislators.
- To participate in public policy initiatives, when directed to do so by the Board of Directors of CMSA/CMSNE.

- To establish a mentoring process and guidelines for Public Policy members to develop and succeed into liaison positions and participate in CMSA/CMSNE Public Policy programs.

#### **Composition of the Public Policy Committee:**

- One member approved as the CMSA Public Policy Liaison will serve as an Ad Hoc member of the Board of Directors and if not able to attend meeting can appoint the Past Public Policy Chair to represent the committee at the Board of Directors meeting.
- Chair, who is a current, active member of the Chapter, recommended by previous year's chairman, approved by Board of Directors and has participated in the Public Policy mentoring process for advancement in the Public Policy Committee
- Representatives from each state extension or at least 2 volunteers, who are current Chapter members that have demonstrated a definite desire to be a participant on the committee for a period of at least one full year, and will report at extension meetings issues related to state and national legislation that could impact case management practice
- Two members of the committee must be active participants who have applied and been approved as a CMSA Public Policy Liaison. These positions will be evaluated annually and recommendation to continue will be determined based upon successful completion of identified tasks. Tasks include participation in CMSA Public Policy Liaison Network meeting/The MSL committee as well as active participation in public policy committee initiatives.

#### **Participation at CMSA Public Policy Conference:**

When voted upon by the Board of Directors, a representative(s) from the Public Policy Committee will be sponsored by CMSNE and designated as a participant(s) at the CMSA annual Public Policy Conference in Washington D.C. The number of attendees and amount of sponsorship for attendance will be based on financial disposition of the chapter. Attendance may also be supported and/or supplemented via application and award of a CMSNE Scholarship. Any CMSNE member of the Public Policy Committee is eligible to attend this conference and receive sponsorship. Individuals wanting to attend must submit a request to the Board of Directors, outlining their interest in participating and goals/plans for sharing the information with the chapter. A review committee comprised of the President, President Elect or Immediate Past President and Vice President will examine all requests and make recommendation to the board regarding selection of a qualified applicant.

Expectations for CMSNE supporting attendance:

- a presentation at the CMSNE Annual Conference – Breakout or Poster Session
- a minimum 2 articles outlining CMSA Public Policy activities or information of interest to chapter members
- Represent CMSNE as a CMSA Public Policy Liaison
- Commit to a minimum of one additional year on the CMSA Public Policy Committee to serve as a mentor

#### **Role of Committee Chair:**

- Keep Board of Directors aware of public policy issues pertinent to our profession.
- Facilitate ongoing group meetings or communicates and give members ongoing tasks in their designated territories to monitor public policy issues pertinent to our organization.
- The Chair of the Committee (or designee) will provide Committee Updates in *The Facilitator*.
- Plan one educational program, per term of office, with assistance of committee, to be presented to organization.

**Role of Committee Member:**

- Committee members must be current and active members of the Chapter. Each member must agree to be an active participant on the committee for a period of at least one year. Term coincides with installation of new officers.
- Member agrees to track, report on healthcare issues in their territory, or as requested by Chair.
- Assists Chair in development and presentation of one educational program per term of office.
- Will request from designated state Case Management Week Proclamation to be available at CMSNE annual conference and Case Management Week events.

**Communication:**

- Primary communication vehicles include: email group, telephone contact, teleconference meetings and face to face meetings.
- Committee members must respond monthly to meeting agenda notice by forwarding an e-mail directly to the Committee Chair if they are not attending. Committee members are allowed 3 excused absences before they will be asked to excuse themselves from the committee.
- Committee members are placed on the Public Policy Committee email list. Each member is responsible to review all incoming email messages and respond to them as requested in order to participate in committee business.
- When appropriate, the committee Chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair in advance.
  - All committee related correspondence must be discussed & majority approved by the committee prior to being distributed electronically through CMSNE's database.

**Inability to Comply with Commitment:**

If a committee member, Chair or Co-chair is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of its members. The Chair informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.

Signed off: 

Jenny Quigley-Stickney, CMSNE President 2015-2017

Date: 7/15/17