

DEPARTMENT OF LABOR AND INDUSTRIES
ADVISORY COMMITTEE ON HEALTHCARE INNOVATION AND
EVALUATION
CHARTER

I. Mandate and Purpose

The Department of Labor and Industries (Department) is committed to improving health care quality in order to improve injured worker outcomes and reduce disability. A critical element is active engagement of stakeholders from business, labor, and health care providers in Department innovations. Substitute Senate Bill 5801 (SSB 5801)(2011), an important piece of historic workers' compensation reform legislation, incorporates these key concepts into law, requiring the Department to enact key reforms to improve health care quality and to seek advice on implementation and evaluation of health care quality innovations.

II. Name

This entity shall be known as the Advisory Committee on Healthcare Innovation and Evaluation (ACHIEV) Advisory Committee.

III. Purpose of the Charter

The purpose of the charter is to establish a framework for the work of the Advisory Committee; to provide for selection of a chair and such other officers as the Advisory Committee may determine; to create subcommittees as may be necessary; to establish regular meeting times and places for meetings of the Advisory Committee.

IV. The Objective and Purpose of the Advisory Committee on Healthcare Innovation and Evaluation

A. Purpose

The Advisory Committee is the primary venue for business, labor, and provider representatives to advise the Department on quality improvement initiatives, research and evaluation, and incentives related to health care delivery for injured workers. The Advisory Committee will advise the Department on programs and issues including:

- Provider Network
- Top Tier
- COHE
- Occupational health best practices, pilots and programs

Three year terms are staggered to preserve group continuity and so that no more than 1/3 of the advisory group changes per year, except in the case of resignations or terminations. A member may be automatically re-appointed to an additional term, not to exceed six years total. Thereafter, a member may be re-nominated for additional three year terms.

Advisory Committee members are undertaking a position of public trust and are responsible for being an effective participant. Members are to:

- Attend all Advisory Committee meetings (unless their alternate will attend in their place).
- Be well prepared for the meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the Advisory Committee must operate in an open and public manner.
- Communicate well and actively participate in group discussions.
- Possess a willingness to work with the group in making decisions.
- Report back to their respective groups or advisory committees/boards.
- Recognize that compromise may be necessary in order to reach group consensus.

VI. Officers

A Chair and Vice Chair, selected by the members, shall manage the Advisory Committee and such other Officers as are deemed necessary to administer the affairs of the Advisory Committee. Each Officer shall hold office until a successor is duly elected.

The Chair shall fulfill the following functions:

- Preside at all meetings of the Advisory Committee;
- Serve as an ex-officio member of all subcommittees;
- Prepare recommendations to the Director for removal of an Advisory Committee or subcommittee member(s) for good cause shown, should it become necessary;
- Consult with the Director and other members of the Advisory Committee when it is necessary to replace an Advisory Committee position that has been vacated.

The Vice Chair shall fulfill the following functions:

- Provide assistance and advice to the Chair
- If the Chair is not present at a meeting, fulfill the functions of the Chair
- As requested by the Chair, serve as an ex-officio member of subcommittees;

VIII. Meetings of the Advisory Committee

The Advisory Committee shall meet at least quarterly and may meet at other times by recommendation of the Chair and at the discretion of the Department.

Meetings shall be held at such time and place as the Advisory Committee Chair and the Department determines in order to conduct all business necessary for the administration of the Advisory Committee. All meetings will be open to the public. As time permits, the Chair will accept public comment at these meetings on issues that are being considered for a vote. The Chair will also accept written comments from any interested person, which will be distributed by department staff to all Advisory Committee members.

At each meeting, the Advisory Committee shall review the status of all business before the Advisory Committee, and shall review and act upon outstanding issues.

Advance notice of all meetings, both regular and special, of the Advisory Committee will be posted on the L&I Web site. The current web address is:
<http://www.Lni.wa.gov/ClaimsIns/Providers/ProjResearchComm/PNAG/default.asp> . Notice of regular meetings will be published at least 1 week in advance.

The Department will assign a staff person to keep minutes of the Advisory Committee's deliberations.

Meetings of the Advisory Committee may be held by means of conference telephone or similar communication equipment, by which all persons participating in the meeting can hear each other at the same time and participation by such means, shall constitute the presence of a person at a meeting and shall be noted on the Advisory Committee minutes.

IX. Staff Assistance

Staff assistance to the Advisory Committee will be provided by the Department employees, independent contractors employed by the Department for this purpose, or such other supporting staff as the Director may deem appropriate or necessary to assure that the mission of the Advisory Committee is carried out.

Staff shall:

- Email or call all members of the Advisory Committee to notify them of upcoming meetings, and post notice online for other interested parties on the L&I Web site as described above;
- Act as custodian of the records of the Advisory Committee;

