




United Behavioral Health

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| Behavioral Health Advisory Board | | | Policy Identifier/Number: AD-08 |
| Annual Review Completed Date: January 2018 | | | |
| Policy Category: Government – Pierce Regional Support Network | Applicable Lines of Business: Medicaid | Entity/Plan: Optum Pierce Behavioral Health Organization | State: Pierce County, Washington |
| Approved by: Bea Dixon, Executive Director | | Signature:  | |

Policy Statement and Purpose

Optum Pierce Behavioral Health Organization (BHO) Behavioral Health Advisory Board (BHAB) maintains a cross section of geographical representation of the community, as well as the ethnicity and broader cultural aspects of the individuals served. Optum Pierce BHO promotes active engagement of persons with behavioral illness, their families and service providers by soliciting and using their input to improve services.

To describe the selection of membership, functions, and responsibilities of the Optum Pierce BHO BHAB.

Policy Audience and Applicability

This policy is applicable to the Optum Pierce BHO and benefits administered through the Washington State Department of Social and Health Services (DSHS) current Prepaid Inpatient Health Plan (PIHP).

Policy Definitions

N/A

Policy Provisions

The mission of the BHAB is to assist and advise the Governing Board in enhancing the behavioral health, recovery, and resiliency for people with behavioral illness through high-quality, effective, efficient and culturally competent services. The BHAB is maintained as a dynamic, diverse and responsive entity with membership composition and rotation designed to sustain vigor and preserve the community.

Optum is responsible for adhering to all applicable state and/or federal laws governing activities within the scope of this policy, including the Mental Health Parity and Addiction Equity Act (MHPAEA) and the Health Insurance Portability and Accountability Act (HIPAA) privacy requirements, as well as the applicable requirements, standards and regulations as set forth by the Employee Retirement Income Security Act (ERISA), the Center for Medicare and Medicaid Services (CMS), the Department of Labor (DoL), and any applicable accrediting organizations.

The BHAB has established by-laws to describe membership, decision-making authority and protocols.

1. Members of the BHAB are appointed by the Executive Director and confirmed by the Governing Board.
 - 1.1. Membership is not to be fewer than 9 and is not to exceed 15 members.
 - 1.2. In accordance with *WAC 388-865*, the BHAB is broadly representative of the demographic character of the region and the ethnicity and broader cultural aspects of behavioral health services.
 - 1.3. The BHAB is made up of enrolled individuals and families, a member of law enforcement and other interested community members.
 - 1.4. At least 51% of BHAB members are to be individuals in services and their family members, per *WAC 388-865-0222(2)*. These may include:
 - 1.4.1. Individuals currently or previously enrolled in public behavioral health services, including those who are youths, older adults, or who have a disability.
 - 1.4.2. Families, foster families, or caregivers of individuals, including parents of emotionally disturbed children.
 - 1.5. The Optum Pierce BHO Executive Director is an *ex-officio* member of the BHAB.
 - 1.6. Special efforts are made to recruit individuals in services, family members, and representatives from underserved populations.
 - 1.7. A demographic analysis of the Optum Pierce BHO service area is completed so that recruitment efforts for advisory board members reflect the demographic, ethnic, and cultural aspects of the communities in accordance with *WAC 388-865*.
2. The membership term of BHAB members is 3 years.
 - 2.1. Optum Pierce BHO staff work with the BHAB in the recruitment and appointment of new advisory board members and the reappointment of current board members, consistent with the bylaws of the BHAB and referenced Washington Administrative Code.
 - 2.2. Initial appointments are staggered so that 1/3 of the membership is appointed each year.
 - 2.3. Appointees replacing Board members who resign prior to the end of their term serve the length of the original appointment, so that the staggered schedule is preserved.
 - 2.4. Recruitment efforts are targeted to fill position vacancies as they occur.
 - 2.5. Board members continue to serve until their successors are appointed.
3. The BHAB meets 11 times a year to review issues of concern and relevance to individuals involved in behavioral health services and their families.
 - 3.1. Key functions of the BHAB include:
 - 3.1.1. In accordance with *WAC 388-865*, the BHAB independently reviews and provides comments to the Optum Pierce BHO Governing Board on plans, budgets, and policies developed by the Pierce BHO to implement the requirements of *RCW 71.05, 71.24, 71.34* and applicable federal law and regulations.
 - 3.1.2. BHAB members give feedback to the Governing Board concerning the planning, delivery and evaluation of those behavioral health services which are the responsibility of the Pierce BHO.

- 3.1.3. The BHAB helps establish priorities for the Optum Pierce BHO, provides ongoing assistance and advice on key issues, and offers feedback on key initiatives such as allocation of federal block grant dollars and the strategic direction of the Pierce BHO.
 - 3.1.4. The BHAB reviews and comments on documents such as the *Quality Assurance/Performance Improvement Program Description and Work Plan*.
 - 3.1.5. The BHAB reviews and comments on reports and formalized recommendations submitted by the Ombuds Services and other consumer groups to the Governing Board.
 - 3.1.6. The BHAB assists Optum Pierce BHO with dissemination of information and public awareness of programs, policies, priorities and strategic direction of the Pierce BHO to the public who reside within Pierce County.
 - 3.1.7. The BHAB maintains formal, periodic communication with the Governing Board through formal presentations.
 - 3.1.8. The BHAB works with Optum Pierce BHO staff in the recruitment of committee members from the community and consumer groups.
 - 3.1.9. The BHAB performs other such duties as the Governing Board may require.
4. The Division of Behavioral Health and Recovery has established procedures for advisory board feedback to the department regarding BHO performance.
 5. BHAB members may be asked to participate on working committees to address particular system issues or opportunities. These working committees report back to the BHAB their recommendations so the BHAB may take action.
 6. The BHAB may also communicate with and collaborate with other individuals, groups, or committees who have similar or complimentary interests or missions.
 7. The BHAB promotes and encourages public awareness of BHO programs and advocates for individuals in BHO services.
 8. Staff Support
 - 8.1. Optum Pierce BHO is responsible for the day-to-day operation and management of the behavioral health program.
 - 8.2. Optum Pierce BHO staff provides leadership assistance to the BHAB.

Related Policies, Procedures & Materials

- Pierce Behavioral Health Organization policy: AD-04 - *Governing Board*

Attachments

N/A

Approval History

- Policy created and effective: 09/2009
- Policy and Procedure Committee review and approval: 10/26/2009
- Policy and Procedure Committee review and approval: 08/23/2010
- Policy and Procedure Committee review and approval: 09/26/2011
- Policy and Procedure Committee review and approval: 08/27/2012
- Policy and Procedure Committee review and approval: 12/02/2013
- Policy and Procedure Committee review and approval: 9/22/2014

- Policy and Procedure Committee review and approval: 9/28/2015
- Operational Procedures and Standards Committee reviewed and accepted: 12/28/2016
- Optum Pierce BHO reviewed and accepted: January 2018