**2024 CCO Community Advisory Council (CAC) Demographic Report Template**

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**1. Overview**

Each Coordinated Care Organization (CCO) is required to complete and submit to the Oregon Health Authority (OHA) an annual CAC Demographic Report, pursuant to Exhibit K, Section 5 of the 2024 CCO [contract](https://www.oregon.gov/oha/HSD/OHP/CCO/2024-M-CCO-Contract-Template.pdf#page=266). The purpose of the Report is to allow OHA and stakeholders to understand how the CCO’s CAC membership is representative of the Communities in the CCO’s Service Area.

**2. Report Submission Instructions**

1. The CAC Demographic Report is due to OHA via the CCO Contract Deliverables [Portal](https://oha-cco.powerappsportals.us/) by June 30 of each year. (The submitter must have an OHA account to access the portal.) OHA will post each CCO’s approved submission on the [Transformation Center’s website](https://www.oregon.gov/oha/HPA/dsi-tc/Pages/CAC-Learning-Community.aspx?wp6402=p:1), after providing the CCO with an opportunity for redaction. The CCO is responsible for providing OHA with a redacted version of the Report for public posting, as described in Exhibit D, Section 14 of the CCO contract.
2. Two documents are required to complete the CAC Demographic Report:
3. A CCO organizational chart, which includes the names of persons who sit on the CCO’s governing board who also sit on the CCO’s CAC, and whether they are Consumer CAC members; and
4. The completed Report template on pages 2-3 of this document.

Do not submit the Demographic Assessment Worksheet referenced below in question #2.

1. Please answer the questions in the template for all CACs that the CCO considers Community Advisory Councils, as defined in [ORS 414.575](https://www.oregonlegislature.gov/bills_laws/ors/ors414.html). If your CCO has multiple Service Area contracts, it must submit a separate Report for each contract.
2. For CAC members who are caregivers/guardians/parents of individuals on the Oregon Health Plan (OHP), please report demographics (as requested below) for the caregiver/guardian/parent.
3. Evaluation criteria for each question is listed under [section four](#evaluationcriteria).

**3. Report Template**

**CAC Demographic Composition**

1. **Please note any changes below to the number of CACs (as defined under** [**ORS 414.575**](https://www.oregonlegislature.gov/bills_laws/ors/ors414.html)**) since last year’s CAC Demographic Report submission.**

Click here to enter text.

1. **a. In the table below, please list the following for each CAC: The total number of CAC members, the number of CAC members who are Consumer Representatives[[1]](#footnote-2) and the number of Tribal representative CAC members.**

**b. Please describe any *new* efforts in the past year to reach out to local Tribes to identify Tribal representative CAC member(s).** Click here to enter text.

**c. Please list demographic information for each CAC. Please refer to the** [**CAC Demographic Assessment Worksheet**](https://www.oregon.gov/oha/HPA/dsi-tc/Documents/CAC%20Demographic%20Assessment%20Worksheet.xlsx) **for examples of demographic categories that can be collected. OHA understands that there may be reasons a CAC member does not wish to share specific demographic information. Please refer to the example below in *italics.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CAC Name** | **# CAC members** | **# Consumer CAC members** | **# Tribal representative CAC members** | **CAC Demographics** |
| **Race / Ethnicity** | **Age Group**  | **Disabilities** | **Sexual Orientation** | **Other Demographics** |
| *Johnson County CAC* | *11* | *6* | *1* | *1 American Indian/Alaskan Native; 1 Bi-racial; 9 white (Western & European, Slavic)* | *8 members 25-44; 3 members 45-64*  | *1 member is deaf; 3 members have difficulty doing errands alone; 2 members chose not to share* | *9 straight/heterosexual; 2 lesbian* | *Preferred language: 82% English-spoken; 18% Spanish-spoken* |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Relationship of the CAC to other Parts of the CCO**

1. **Describe the feedback loop/communication flow between each CAC and the CCO’s leadership (including Governing Board) and any other CCO committees and/or CCO Subcontractors relevant to the CAC’s work. Describe how information is communicated between each party. Please also describe how the CAC’s involvement in decision-making is considered by CCO leadership.**

Click here to enter text.

**4. Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Section** | **Question** | **Evaluation Criteria** |
| CAC Demographic Composition | 1. Please note any changes below to the number of CACs (as defined under [ORS 414.575](https://www.oregonlegislature.gov/bills_laws/ors/ors414.html)) since last year’s CAC Demographic Report submission. | * The CCO has established at least one CAC
 |
| CAC Demographic Composition | 2. a. In the table below, please list the following for each CAC: The number of CAC members, the number of CAC members who are Consumer Representatives and the number of Tribal representative CAC members. b. Please describe any *new* efforts in the past year to reach out to local Tribes to identify Tribal representative CAC member(s).c. Please list demographic information for each CAC. Please refer to the [CAC Demographic Assessment Worksheet](https://www.oregon.gov/oha/HPA/dsi-tc/Documents/CAC%20Demographic%20Assessment%20Worksheet.xlsx) for examples of demographic categories that can be collected. OHA understands that there may be reasons a CAC member does not wish to share specific demographic information. Please refer to the example below in *italics.* | * The CCO has at least 51% percent consumer CAC members on each CAC
* The CCO describes CAC demographic composition for as many demographic categories as possible, but at a minimum, at least one category is included
* CCOs shall afford an opportunity for Tribal participation on CACs as follows:

(a) In CCO Service Areas where only one federally recognized Tribe exists, the CCO shall seek one tribal representative to serve on the CAC;(b) In CCO Service Areas where multiple federally recognized Tribes exist, the CCO shall seek one representative from each tribe to serve on the CAC; (c) In metropolitan CCO Service Areas where no federally recognized tribe exists, the CCO shall solicit the Urban Indian Health Program for a representative to serve on the CAC |
| Relationship of the CAC to other Parts of the CCO | 3. Describe the feedback loop/communication flow between each CAC and the CCO’s leadership (including the Governing Board) and any other CCO committees and/or CCO Subcontractors relevant to the CAC’s work. Describe how information is communicated between each party. Please also describe how the CAC’s involvement in decision-making is considered by CCO leadership. | * The CCO satisfactorily describes a feedback loop established between the CAC, the CCO’s leadership, and any other CCO committees and/or CCO Subcontractors relevant to the work of the CAC.
* The CCO satisfactorily describes how the CAC is engaged and involved in the decision-making process and how recommendations from the CAC are included in CCO decision-making
 |

1. *Consumer Representative* refers to a person serving on a CAC who is, or was within the previous six months, a recipient of medical assistance and is at least 16 years of age; OR a parent, guardian, or primary caregiver of an individual who is, or was within the previous six months, a recipient of medical assistance. [↑](#footnote-ref-2)