

## Health Plan Quality Metrics Committee

### Guidelines for Public Comment

The Health Plan Quality Metrics (HPQM) Committee wants to hear from stakeholders to do its work effectively. Please follow these guidelines to provide public comment to the Committee.

If providing oral public comment before the Committee:

- Attend a scheduled Committee meeting. The Committee meeting schedule is posted at <http://www.oregon.gov/oha/analytics/Pages/Quality-Metrics-Committee.aspx>
- Sign in on the Public Comment sign-in sheet
- The Committee Chair will call you to the table during the public comment period
- Introduce yourself for the record, including name and title/affiliation
- Provide your comments. Please limit comments to a maximum of five minutes
- If you have written documentation to accompany your oral comments, please bring 18 copies and provide the documentation to Committee staff who will distribute it to Committee members

If providing oral comment via telephone during a Committee meeting:

- Public comment via telephone will be invited during the established public comment period on the Committee's meeting agenda. It is helpful to notify Committee staff ahead of time if you plan to dial into the meeting and provide telephonic public comment, however this advance notice is not required.
- Introduce yourself for the record, including name and title/affiliation
- Provide your comments. Please limit comments to a maximum of five minutes and speak slowly and clearly to ensure your comments can be heard by all Committee members.
- You may submit written documentation to accompany your comments by emailing them to [Metrics.Questions@state.or.us](mailto:Metrics.Questions@state.or.us) and indicating "HPQMC Public Comment" in the Subject line

If providing written public comment:

- Please provide a one-page Executive Summary of your comments
- Attach any additional supporting documentation to the one-page summary

## Health Plan Quality Metrics Committee – Guidelines for Public Comment

- Submit written public comment to the Committee by e-mail to [Metrics.Questions@state.or.us](mailto:Metrics.Questions@state.or.us) and indicate “HPQMC Public Comment” in the Subject line of your email

The Committee will retain and consider all public comment received, but may not directly address public comment during the meeting in which it is provided. Public comment will be directly addressed and/or discussed during Committee meetings at the discretion of the Committee Chair and will depend on the extent to which specific comments provided relate to the Committee’s established meeting agenda topics.