**CCO Annual CAC Demographic Report Template**

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**1. Overview**

To ensure Community Advisory Council (CAC) membership is best represents the communities in each Coordinated Care Organization’s (CCO) Service Area(s), CCOs shall complete and submit to OHA annually a CAC Demographic Report. The purpose of this document is to help CCOs address the contractual requirements for their Annual CAC Demographic Report described in **Exhibit K, Section 5** of the CCO contract.

**2. Report Submission Instructions**

1. The CAC Demographic Report is due annually to the Oregon Health Authority’s (OHA) Health Systems Division ([CCO.MCODeliverableReports@dhsoha.state.or.us](mailto:CCO.MCODeliverableReports@dhsoha.state.or.us)), with the first Report due by June 30, 2021. OHA will post each CCO’s submission on OHA’s website. The CCO is responsible for providing 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 annual demographic report:
3. A CCO organizational chart, which includes the number of persons and the names of the persons who sit on the CCO’s governing board who also sit on the CCO’s CAC;
4. The completed Report template (pages 2-3 of this document).
5. 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).
6. 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. CCOs are also welcome to submit demographic information for the OHP member themselves, but this is not required.

**3. Report Template**

**CAC Demographic Composition**

1. **How many CACs has your CCO established? Please list all CACs, as defined under** [**ORS 414.575**](https://www.oregonlegislature.gov/bills_laws/ors/ors414.html)**.**

Click here to enter text.

1. **What percentage of the total CAC membership on each CAC are consumer representatives[[1]](#footnote-2)? If there are less than 51% consumers on a particular CAC, please explain why and provide a plan with milestones to increase consumer representation.**

Click here to enter text.

1. **Describe the demographic composition of each CAC. Please include as much demographic information as possible for CAC members, in the aggregate. Please refer to the CAC Demographic Assessment Worksheet for examples of demographic categories that can be collected. However, OHA understands that there may be reasons a CAC member does not wish to spare specific demographic information. In these cases, please include this type of information in your narrative response.**

Click here to enter text.

1. **A. For each CAC, please note all organizational partners who are voting CAC members.**

Click here to enter text.

**B. Below, please check all boxes that represent these partners. Note: A CAC member may represent more than one sector or category.**

Education (K-12 and/or early childhood)

Human services

Public health

Transportation

Corrections (e.g., jails, prisons)

Law enforcements and/or courts

Housing

Land use planning

Parks and recreation

Faith-based

Arts and culture

Business

Other (Please list) Click here to enter text.

1. **Describe your CCO’s approach to CAC member recruitment, including strategies to ensure adequate CAC representation.**

Click here to enter text.

1. **Describe any barriers or challenges experienced in CAC member recruitment. Please also detail how your CCO plans to or has overcome barriers or challenges in CAC member recruitment.**

Click here to enter text.

1. **a. If there are federally recognized tribes in your CCO’s service area, please describe the tribal representation on each of your CACs.**

Click here to enter text.

**b. If there are federally recognized tribes in your CCO’s service area, please describe your CCO’s efforts to reach out to local tribes to identify tribal CAC member(s).**

Click here to enter text.

1. **Describe the demographics and diversity in the communities in your CCO’s service area.**

Click here to enter text.

1. **Identify the data sources your CCO used to determine the demographics and diversity described in your answer to the prior question. This should include the date each data source was last updated. These can be the same data sources used to describe the community’s demographics in your CCO’s Community Health Assessment (CHA).**

Click here to enter text.

1. **Describe the extent to which the membership of each CAC is in alignment with your Community Health Improvement Plan (CHP) priorities.**

Click here to enter text.

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

1. **a. Describe the relationship between each CAC and the CCO’s leadership (including governing board), any other CCO committees and/or CCO Subcontractors relevant to the work of the CAC. Describe how information is communicated between each party.**

Click here to enter text.

**b. List the number of CAC members who have been selected to serve on the CCO’s governing board, and whether they are consumer or non-consumer CAC members.**

Click here to enter text.

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)