**CCO Annual CAC Demographic Report: Evaluation Criteria**

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| **Section** | **Question** | **Evaluation Criteria** |
| 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). | * CCOs must establish at least one CAC
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| CAC Demographic Composition | 2. What percentage of the total CAC membership on each CAC are consumer representatives? If there are less than 51% consumers on a particular CAC, please explain why and provide a plan with milestones to increase consumer representation.  | * CCO has at least 51% percent consumer CAC members per CAC
* CCO has defined a strategy or approach to increasing consumer representation on the CAC
* CCO has identified a target timeframe to increase consumer representation on the CAC
* *Consumer representative* refers to a person serving on a CAC who is, or was within the previous six months, a recipient of Medicaid/OHP 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 Medicaid/OHP.
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| CAC Demographic Composition | 3. 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](https://www.oregon.gov/oha/HPA/dsi-tc/Documents/CAC%20Demographic%20Assessment%20Worksheet.xlsx) for examples of demographic categories that can be collected. However, OHA understands that there may be reasons a CAC member does not wish to share specific demographic information. In these cases, please include this type of information in your narrative response. | * To meet the requirements for adequate CAC representation, CCOs must ensure their CACs:
1. Include representatives from the community, including, but not limited to consumer representatives, and representatives of each county government (where such representatives are employees of the county) within the CCO’s Service Area(s). Consumer representatives must constitute a majority of the CAC.
2. Be representative of the diversity of populations within the CCO’s Service Area(s), with a specific emphasis on persons who are representative of populations that experience health disparities.

3. In addition, 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 tribe shall appoint one tribal representative to serve on the CAC; (b) In CCO Service Areas where multiple federally recognized tribes exist, each tribe shall appoint a tribal representative to serve on the CAC to ensure full representation of all tribes within the service area; (c) In metropolitan CCO Service Areas where no federally recognized tribe exists, CCOs shall solicit the Urban Indian Health Program for a representative to serve on the CAC. * Note that a local tribe may wish to not appoint a tribal CAC member to a CAC. In this case, a CCO should still document the efforts made to reach out to the respective tribe.
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| CAC Demographic Composition | 4. A. For each CAC, please note all organizational partners who are voting CAC members. 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)  | Examples: A local food bank, a nonprofit focused on housing, or an early learning hub. |
| CAC Demographic Composition | 5. Describe your CCO’s approach to CAC member recruitment, including strategies to ensure adequate CAC representation. | CCOs should describe all of the strategies they have undertaken to recruit CAC members (including consumers) to ensure adequate CAC representation from the CCO’s service area. |
| CAC Demographic Composition | 6. 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. | * CCOs should detail a plan of action for how they plan to address barriers in CAC member recruitment. The plan of action should include the following:
	+ Description of barriers or challenges faced in conducting CAC member recruitment
	+ New strategies the CCOs plans to utilize to recruit CAC members
	+ Timeline for all activities to support CAC member recruitment
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| CAC Demographic Composition | 7 a. If there are federally recognized tribes in your CCO’s service area, please describe the tribal representation on each of your CACs. 7 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). | * CCOs should document how they reached out to local tribes to identify tribal CAC member(s), timing for outreach activities, as well as any barriers encountered in identifying tribal CAC member(s)
* CCOs shall afford an opportunity for tribal participation on CACs as follows:

(a) In CCO Service Areas where only one federally recognized tribe exists, one tribal representative must serve on the CAC; (b) In CCO Service Areas where multiple federally recognized tribes exist, each tribe must have a tribal representative on the CAC; (c) In metropolitan CCO Service Areas where no federally recognized tribe exists, the Urban Indian Health Program must have a representative on the CAC. * The CCO must show evidence of working with the tribe(s) or Urban Indian Health Program in their region to obtain tribal representatives for the CAC.
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| CAC Demographic Composition | 8. Please describe the demographics and diversity in the communities in your CCO’s service area. | * The CCO must describe the community demographics including race, ethnicity, language spoken, disabilities, gender identity, etc.
* CCOs should adequately describe health disparities in all communities, including contributing factors
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| CAC Demographic Composition | 9. 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).  | * CCO used data sources that are updated periodically for tracking over time. Sources include reference to the following:
	+ Primary sources (i.e., information collected by your assessment team) examples: surveys, focus groups, interviews, community meetings.
	+ Secondary sources (i.e., information collected by someone outside of your assessment team) examples: Oregon State Public Health Division Chronic Disease Data, Oregon Healthy Teen Survey Data, Robert Wood Johnson County Health Rankings, American Community Survey Data.
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| CAC Demographic Composition | 10. Describe the extent to which the membership of each CAC is in alignment with your Community Health Improvement Plan (CHP) priorities. | * CAC membership alignment can include any of the following:
* CAC member is employed with an organization working to address a CHP priority area
* CAC member volunteers with an organization working to address a CHP priority area
* CAC member has “lived experiences” with a CHP priority area (e.g., food insecurity, houselessness)
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| Relationship of the CAC to other Parts of the CCO | 11.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.11. 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. | * CCO shows evidence that a feedback loop has been established between the CAC, the CCO’s leadership, and any other CCO committees and/or CCO subcontractors relevant to the work of the CAC.
* CCO provides additional information regarding how the CAC is engaged and involved in the decision-making process and how recommendations from the CAC are included in CCO decision making
* Two CAC members (at least one of which must be a consumer) are required to be selected to serve on the CCO’s governing board
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