**2023 CCO Community Advisory Council (CAC) Demographic Report Template**

**Table of Contents**

**1.** [**Overview**](#overview)

**2.** [**Report Submission Instructions**](#reportsubmissioninstructions)

**3.** [**Report Template**](#reporttemplate)

**4.** [**Evaluation Criteria**](#evaluationcriteria)

**1. Overview**

To ensure CAC membership is representative of the communities in each Coordinated Care Organization’s (CCO) Service Areas, CCOs shall complete and submit to Oregon Health Authority (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@odhsoha.oregon.gov) by June 30 each year. 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 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; and
4. The completed Report template (pages 2-3 of this document).

Do not submit the Demographic Assessment Worksheet.

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).
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. CCOs are also welcome to submit demographic information for the OHP member themselves, but this is not required.
3. Evaluation criteria for each question is listed under [section four](#evaluationcriteria).

**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**](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 that the CAC member declined in your narrative response.**

Click here to enter text.

1. **Describe your CCO’s approach to CAC member recruitment, including strategies to ensure adequate CAC representation (i.e., how your CCO ensures that the CAC is representative of the diversity of populations within the CCO’s service area).**

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. If your CCO service area is metropolitan and has no federally recognized Tribe, please describe the Urban Indian Health Program 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. Please refer to the CAC Demographic Assessment Worksheet for examples of demographic categories.**

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 Community Health Improvement Plan (CHP) priorities and can help drive the success of your CCO’s CHP.**

Click here to enter text.

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

1. **a. 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.

**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.

**4. Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **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). | * The CCO has established at least one CAC
 |
| 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.  | * The CCO has at least 51% percent consumer CAC members on each CAC
* When consumer representation is less than 51%:

a) the CCO has defined a strategy or approach to increasing consumer representation on the CAC, andb) The 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.
 |
| 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 information in your narrative response. | * The CCO describes CAC demographic composition in the aggregate for as many demographic categories as possible
* If the CCO is unable to report specific demographic characteristics in the aggregate, they should document why they are not able to do so
 |
| CAC Demographic Composition | 4. Describe your CCO’s approach to CAC member recruitment, including strategies to ensure adequate CAC representation (i.e., how your CCO ensures that the CAC is representative of the diversity of populations within the CCO’s service area). | The CCO describes 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 | 5. 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. | The CCO details 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
 |
| CAC Demographic Composition | 6.a. If there are federally recognized Tribes in your CCO’s service area, please describe the Tribal representation on each of your CACs. If your CCO service area is metropolitan and has no federally recognized Tribe, please describe the Urban Indian Health Program representation on each of your CACs. 6.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). | * The CCO documents how they reached out to local Federally Recognized Tribes of Oregon (or the Urban Indian Health Program, where relevant) 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, 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  |
| CAC Demographic Composition | 7. Describe the demographics and diversity in the communities in your CCO’s service area. Please refer to the CAC Demographic Assessment Worksheet for examples of demographic categories.  | * The CCO describes the community demographics in its service area for as many demographic categories as possible. If specific demographic information cannot be shared, the CCO describes why it is not able to do so (e.g., “N’s” are too low, data is not available, etc.)
* The CCO describes health disparities in all communities, including contributing factors
 |
| CAC Demographic Composition | 8. 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).  | The CCO identifies 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.
 |
| CAC Demographic Composition | 9. Describe the extent to which the membership of each CAC is in alignment with your Community Health Improvement Plan (CHP) priorities. | The CCO describes how the experiences and work of its CAC members aligns with its CHP priorities. Examples could include:* 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)
 |
| Relationship of the CAC to other Parts of the CCO | 10.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.10. 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. | * The 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.
* The 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
 |

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)