



Dental Pilot Project Program Advisory Committee Charter

I. Description of the Dental Pilot Project Program

Senate Bill 738 was passed by the Oregon State Legislature in 2011. This bill allows the Oregon Health Authority (OHA) to approve Dental Pilot Projects once an application has been approved. The goal of the Dental Pilot Projects is to encourage the development of innovative practices in oral health care delivery systems with a focus on providing care to populations that evidence-based studies have shown have the highest disease rates and the least access to dental care.

Dental Pilot Projects are intended to evaluate the quality of care, access, cost, workforce, and efficacy of teaching new skills to existing categories of dental personnel; developing new categories of dental personnel; accelerating the training of existing categories of dental personnel; or teaching new oral health care roles to previously untrained persons. OHA may approve a dental pilot project that is designed to operate for three to five years or a sufficient amount of time to evaluate the validity of the pilot project and evaluate the quality of care, access, cost, workforce and efficacy.

Projects must achieve at least one of the following:

1. Teach new skills to existing categories of dental personnel
2. Develop new categories of dental personnel
3. Accelerate the training of existing categories of dental personnel
4. Teach new oral health care roles to previously untrained persons

II. Oregon Health Authority Dental Pilot Project Program Responsibilities

OHA is responsible for processing initial pilot project applications, approving projects and monitoring approved pilot projects. Program staff shall review approved projects and the assessment shall include but is not limited to reviewing progress reports and conducting site visits. The program is responsible for ascertaining the progress of the project in meeting its stated objectives and in complying with program statutes and regulations.

III. Purpose of the Dental Pilot Project Program Advisory Committee:

The purpose of the Dental Pilot Project Program Advisory Committee (Committee) is to provide advice to OHA regarding approved projects. OHA will convene the Committee to gather its members' collective knowledge, experience, expertise, and insight to assist the OHA in meeting its responsibilities. Members will be asked to review and provide advice on project

training, protocols, progress reports and other project issues as needed throughout the duration of the pilot project. Although the Committee provides advice to the agency, OHA makes all final decisions.

IV. Committee Details and Membership:

The Committee is an interdisciplinary team composed of representatives of dental boards, professional organizations, other state regulatory bodies and interested parties that have applied to participate in evaluating a Dental Pilot Project and are approved by OHA. Committee members must not be involved in the specified project in any way in order to be a member of the Committee.

A. **Committee Size.** The Committee shall not consist of more than 15 members, except that additional members may be added by OHA. If a member resigns from the Committee before the end of his or her term OHA will accept applications for a new member. OHA makes the final determination on acceptance of applications.

B. **Process for Membership.** Prospective members are required to complete an application.

C. **Member Qualifications.** Members may include, but are not limited to representatives from the following entities:

- Dental Care Organization(s)
- Dental care providers and allied dental care professionals
- Dental policy subject matter experts
- Federally Qualified Health Centers
- Oregon Board of Dentistry
- Oregon Dental Association
- Oregon Dental Hygiene Association
- Oregon Dental Hygiene Education Program
- Oregon Health and Sciences University (School of Dentistry)
- Oregon Oral Health Coalition
- Community health workers
- Representatives of OHP member advocate organizations
- Representatives of underserved and vulnerable populations or their advocacy groups

D. **Term of Office.** The term of office for each member is two years. The term begins on the approval date of the initial application with the option to be reappointed for two addition terms. A Committee member cannot serve more than six consecutive years.

E. **Payment/Reimbursement.** Dental Pilot Project Advisory Committee members are non-paid but eligible travel expenses will be reimbursed according to State of Oregon guidelines. Members are not allowed to accept gifts, meals, lodging, etc. provided by the sponsor of a pilot project or provided on behalf of the sponsor. Members are prohibited from contacting any staff member or sponsor of a pilot project outside of the confines of the Site Visits. A member's questions or concerns about a pilot project should be voiced during a site visit or raised with the Dental Pilot Project Program manager.

F. Removal of Committee Members. OHA may remove a member who is unable to meet the responsibilities of a member or regularly attend meetings.

V. Meetings:

Dental Pilot Projects operate under two distinct phases, the training/education phase and the utilization/employment phase. OHA will determine committee meeting frequency depending on which phase a project is currently operating under. OHA staff will facilitate all meetings.

- OHA will call meetings during the training phase as dictated by project and committee member needs
- Meeting frequency during the utilization/employment phase will be quarterly unless the OHA and the Committee agrees to a different frequency
- Meetings will be held at times that are agreed upon by OHA and a majority of the committee members; Meetings will be held during State of Oregon normal operating business hours
- Additional meetings may be called as dictated by project needs
- Members are required to attend the Dental Pilot Project Advisory Committee Annual Meeting

VI. Committee Members Expectations:

- Attendance at meetings
- Review materials as needed; provide feedback by deadlines
- Respect others' views of issues brought before the committee
- Engage and participate in discussions
- Bring issues forward for discussion in a professional and timely manner
- Use best-practices, evidence-based and data-driven models for analysis and evaluation of issues
- Be open to learning from one another

VII. Committee Member Responsibilities & Rules:

- Advise OHA on:
 - The efficacies of training, competencies and the collection of data
 - Project protocols related to the ongoing assurance of patient safety
 - The evaluation of project progress reports as needed
 - Dental pilot project issues, should they arise
- Participate and attend at least one site visit of a dental pilot project during each year of the pilot project
- Committee operates under an email intensive environment; Members are responsible for reviewing materials in a timely matter and responding as requested by deadlines

VIII. Review of Charter

This charter will be periodically reviewed and updated at OHA's discretion.