



## **Instructions on Providing Public Comment to the Universal Health Plan Governance Board and Committees**

Members of the public are encouraged to let the board know what they think about the board's work to create a universal health plan for Oregon. There are two ways the public can share its thoughts with the board: either by submitting comments in writing or attending a meeting (in person or online) and provide oral comments.

The following are step-by-step instructions for both types of comments.

For tips on what to do when providing comments, read our "Tips for Giving Public Comment to the Universal Health Plan Governance Board" document.

### **How to submit written comments**

1. Visit the board website at  
(<https://www.oregon.gov/dcbs/uhpgb/pages/index.aspx>).
2. Select "Public comment" on the top of the screen.
3. On the public comment page, take note of the submission deadlines for each type of comment:
  - For oral comments, submit no later than 24 hours before the meeting.
  - For written comments, submit no later than 3 days before the meeting.
  - If you are attending an in-person meeting, there will be a sign-up sheet in the room for you to sign up for oral comments.
4. Fill out the UHPGB Public Comment Form

#### UHPGB Public Comment Form

Name (required)\*

Organization, if applicable (required)\*

Email address (required)\*

Date (required)\*

Topic (required)\*

**Organization:** If you are providing public comment only to share your thoughts, not those of a group or organization, type “None” in the “Organization” box.

**Email:** Your email address is required so we can send you a confirmation email with further instructions.

**Topic:** If possible, use an agenda item as your topic. If an agenda item does not relate to what you would like to comment about, type a few words or a short sentence to describe your topic.

Which UHPGB body is this public comment intended for?

- ☐ Universal Health Plan Governance Board
- ☐ Finance and Revenue Committee
- ☐ Plan Design and Expenditures Committee
- ☐ Community Engagement and Communications Committee
- ☐ Operations Committee
- ☐ Executive Director Hiring Committee

Phone number

Are written comments submitted with this form?

Do you plan to offer oral comment in addition to the written submission?

## Which UHPGB body do you want to receive your comment?

Selecting the Universal Health Plan Governance Board sends your comment to the board members. The board members are the decision-makers for creation of the universal health plan. Committees do research and consider multiple plan options then make a recommendation to the board for a final decision. If you have a comment about the final plan, or general comments about health care in the state, the board is probably the right choice.

If you have comments about a specific part of the plan, you may want to select a committee. Examples include:

- **Finance and Revenue Committee:** You have comments about how money should be collected to support the plan.
- **Plan Design and Expenditures Committee:** You have comments about benefits that should be included, or how someone will be eligible for the plan.

- **Community Engagement and Communications Committee:** You have comments about a group of people who should have input on the plan.
- **Operations Committee:** You have comments on how the plan will be managed as an organization.

You can always contact UHPGB staff for help on where to send your comments:  
[uhpgb.info@dcbs.oregon.gov](mailto:uhpgb.info@dcbs.oregon.gov).

### Written comments/plan to offer additional oral comment

If you ONLY want to submit written comment, choose YES for “Do you want to submit written comments?” and NO for “Do you want to provide oral comments at a meeting?”

If you ONLY want to provide oral comment at a meeting, choose YES for “Do you want to provide oral comments at a meeting?” and NO for “Do you want to submit written comments?”

You may choose to submit BOTH written and oral comments at a meeting. If you do, choose YES for both questions.

### Oral testimony related to a vote

- ☐ Please check this box if you'd like to provide oral testimony related to a specific board vote on the agenda.  
You will have the opportunity to share your oral testimony at the beginning of the meeting, prior to the vote.  
Otherwise, your testimony will be saved for the end of the meeting.

Check this box only if the agenda for the meeting you are signing up to give oral comments has an item that the board or committee will vote on. If that is the case, the board or committee will ask you to give those comments at the beginning of the meeting, before the vote is taken.

### Affiliation

Please share your affiliation:

Select one...

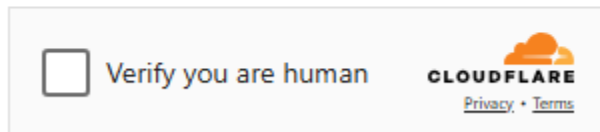


There is a drop-down menu for the “Please share your affiliation” prompt. You may identify yourself however you wish from this menu. This is shared with the board to provide them an idea of how you identify in the health care system.

### Attachment(s)

#### Attachment(s)

No file chosen



Select the “Choose Files” button. This action will bring up your files and documents on your computer. Choose your written comment document and attach it here. If you need assistance, email the board at [uhpgb.info@dcbs.oregon.gov](mailto:uhpgb.info@dcbs.oregon.gov).

5. Click the submit button.
6. You will receive an email confirming your submission and providing information such as the location of the in-person meeting. If providing comments virtually, you will get instructions on how to register for the meeting and what to do when it is time to give your comments.