



Plan Management Stakeholder Committee Charter

Committee Purpose

The Plan Management Stakeholder Committee (PMSC) will provide technical and operational advice to the Maryland Health Benefit Exchange (MHBE) so that business processes and technical solutions implemented by the MHBE are broadly accepted by Exchange partners. The PMSC will be the forum for communicating information on technical and operational approaches, timelines, and discussion of key integration, data exchange, and policy implementation between MHBE and our partners.

The PMSC will not be a policy forum, nor will it replace any existing advisory committee forums established by the MHBE Board of Trustees. The PMSC will provide feedback and comment on MHBE proposals to implement policy. The PMSC's scope will cover both the Individual and SHOP Marketplaces.

The PMSC will also provide technical feedback on the operational and administrative implications of prospective regulation, statute, and qualified plan certification standards.

PMSC Meeting Dates

The Plan Management Stakeholder Committee will meet on the first Thursday of every other month. The first meeting will be held on March 7, 2019. Each meeting will have a base scheduled time of 1.5 hours. The Plan Management Stakeholder Committee will continue as a standing committee for Policy and Partner Management.

Membership & Scope of Work

The Plan Management Stakeholder Committee will consist of representatives from authorized QHP Issuers, SADPs, and relevant stakeholders from the health care sector. Each organization may have one representative on the PMSC. Committee members must be key implementation staff with authority to affect decision making in the organizations they represent.

MHBE IT, Policy, Plan Management and SHOP resources will be made available for the PMSC. MHBE will reserve a select number of seats on the committee for other industry stakeholders. Medicaid MCOs are encouraged to participate in the PMSC, as MHBE establishes priorities, for future HBX enhancements.

Membership on the PMSC will renew annually at the beginning of each plan year. PMSC meetings will be made open to the public. The key discussion topics where MHBE will seek the input of committee members include, but is not limited to:

- Operational roles and responsibilities between the Exchange and other key industry stakeholders for key Exchange and SHOP functional processes such as:
 - o Plan Management and Certification
 - o Eligibility and Enrollment
- Defining an approach for joint design, development, and implementation of Exchange related business integration and data exchanges with industry stakeholders
- Core technology and business process implementation timelines
- Operating policies and standard operating procedures
- Anticipating implementation risks and developing mitigation plans

Annual Committee Goals

The Plan Management Stakeholder Committee should work to continue to assist MHBE with the implementation of Marketplace programs and initiatives. Further, the PMSC will serve a critical role in the operationalization of Plan Certification Standards as tasked by the MHBE Board of Trustees, promulgated regulation, and statute.

Prospective Standing Agenda, Committee Review Timeline, & Committee Standing Rules

The members of the PMSC will adopt a standing agenda, committee standing rules, and a review/issuer timeline for the 2019 plan year during the March 2019 meeting. MHBE Plan Management staff will deliver the March meeting agenda to the PMSC after committee selection in January.

Application for Membership Procedures

Each organization must limit itself to a single candidate in order to ensure that the committee remains small enough to have meaningful discussion.

Please send a brief letter of introduction along with an interest statement from the candidate describing what they would bring to the committee as a participant as well as the candidates area of experience or expertise to:

mhbe.publiccomments@maryland.gov

Subject: "Applicant Name", "Organization" – Plan Management Stakeholder Committee Applications must be submitted by January 11, 2019.

MHBE will make committee selections the week of January 21, 2019, and notify candidates prior to the meeting on March 7, 2019. Members will be made public upon approval.