



Plan Management Stakeholder Committee Charter

Overall Role and Responsibilities

The Plan Management Stakeholder Committee (PMSC) will provide critical 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 also provide feedback and comment on MHBE proposals to implement policy. The PMSC's scope will cover both the Individual and SHOP Marketplaces.

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

PMSC Meeting Dates

The Plan Management Stakeholder Committee will meet on the third Thursday of every month. The first meeting will be held on March 1, 2018. Each meeting will have a base scheduled time of 1.5 hours. The Plan Management Stakeholder Committee will continue as a standing committee for Plan and Partner Management.

Membership & Member Responsibilities

The Plan Management Stakeholder Committee will consist of representatives from authorized QHP Issuers, SADPs, and SHOP Administrators. 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, 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. QHP Issuers are encouraged to host at least one PMSC meeting per year. PMSC meetings will be made open to the public.

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.

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 2018 plan year during the March 2018 meeting.

MHBE Plan Management staff will deliver the February 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 and your candidate's resume to:

mhbe.publiccomments@maryland.gov

Subject: "Applicant Name", "Organization" – Plan Management Stakeholder Committee Applications must be submitted by Wednesday January 12, 2018.

MHBE will make committee selections for non-issuer/administrator seats the week of January 17th and notify candidates prior to the meeting on March 1, 2018. The selection of the new members and the charter will be made public upon approval.