

Department: Health	Effective Date: 7/1/2014	Procedure Number: 1060
Regulation Number: 1302.40(b) MAHS Policy 1060	Regulation Topic: Health Services	Procedure Title: Health Services Advisory Committee (HSAC)
Version: 1:2018		Version Date: 10/01/2018; 05/08/19

PROCEDURES:

- MARC Health Manager and Mental Health/ Disabilities Manager will be responsible for the planning and development of this committee including:
 1. Recruitment of members
 2. Scheduling of meetings
 3. Coordination of the agenda
- MARC Health Manager and Mental Health/Disabilities Manager will work in collaboration with Tier 3 direct service provider’s counterparts to develop agenda topics and speakers.
- Direct service providers (Tiers 1, 2 and 3) are responsible for identifying a minimum of one staff member who will regularly attend these meetings and for assuring a substitute staff member attends in the event of this person’s absence.
- Members of the HSAC will include assigned MARC and direct service providers staff members, and Community Representatives from the MARC service area.
- Attendance is mandatory for assigned MARC and direct service providers staff or their assigned substitute at all HSAC meetings.
- Direct service providers will encourage other appropriate staff as well as parents to participate in these meetings.
- The HSAC includes opportunities for large and small group meetings and discussions as follows:
 1. **Community Connections Networking Group:** A large networking group meeting at least two times each year. The purpose of this group will be to provide an opportunity to share information with each other; which in turn can be shared with families and other community partners.
 2. **Core Health Services Advisory Committee:** A smaller focus group meeting at least four times per year. The purpose of this group will be to problem solve specific program health related issues, develop and implement short and long term goals.