

Home and Community-Based Services (HCBS) Measures Maintenance and Development Technical Expert Panel (TEP) Charter

Project Title: Home and Community-Based Services (HCBS) Measures Maintenance and Development

TEP Expected Time Commitment and Dates:

TEP members will participate in two to three working meetings throughout each year (2025–2029). Workgroup meetings of 2–4 hours each will be scheduled based on need and TEP member availability. Review of preparatory materials prior to meetings and completing a pre- or post-meeting survey, if applicable, may be necessary and will take an estimated time between 2 and 3 hours total. All TEP meetings will be conducted virtually and audio recorded.

Project Overview:

The Centers for Medicare & Medicaid Services (CMS) contracted Mathematica and Human Services Research Institute (HSRI) to 1) develop new measures for children who use home and community-based services (HCBS) and 2) maintain existing CMS HCBS and long-term services and supports (LTSS) measures. The contract name is Long-term Services and Supports (LTSS) Analyses, Public Reporting, and Measures Maintenance and Development. The contract number is 75FCMC19D0091 and the task order number is 75FMC24F0194. As part of its measure development process, Mathematica convenes groups of stakeholders who contribute direction and thoughtful input to the measure developer during measure development and maintenance.

Project Objectives:

The Long-term Services and Supports (LTSS) Analyses, Public Reporting, and Measures Maintenance and Development project supports multiple activities to advance quality improvement and quality assurance in Medicaid HCBS by CMS and states, including:

- 1) Updating, maintaining, and re-evaluating quality measures for adults who use LTSS and HCBS for which CMS is the measure steward, and
- 2) Developing and implementing measures for children who use HCBS that are de novo, or respecified quality measures for which CMS is the measure steward.

Technical Expert Panel (TEP) Objectives:

As part of its measure development and maintenance process, Mathematica and its partner Human Services Research Institute (HSRI) (the Mathematica project team) request input from a broad group of interested parties. A well-balanced representation of interested parties on the TEP can contribute diverse perspectives to consider during measure selection, development, and maintenance. The objective of the TEP is to provide feedback and perspective on the identification, development,

specification, testing, maintenance, re-evaluation, and implementation of LTSS and HCBS related quality measures.

TEP Requirements:

A TEP of approximately 16 individuals will meet virtually to provide feedback to measure developers on various measure development and maintenance activities, such as developing new measures, drafting measure specifications, and interpreting and applying results from alpha and beta testing and public comment. The TEP will meet in workgroups specific to the two project objectives described above, based on the expertise of participants to contribute to these two project objectives. The TEP will be composed of individuals with differing areas of expertise and perspectives, including:

- Individuals with HCBS expertise related to:
 - Child populations
 - Children’s health, development, and social support needs
 - People under age 65 with potentially disabling conditions
 - Older adults (ages 65 and older)
 - Both adult and child populations
 - People of all ages with autism spectrum disorder (ASD) or intellectual or developmental disability (ID or DD)
 - People of all ages with mental health (MH) or substance use disorder (SUD) conditions
 - Other people of all ages who need LTSS
- State staff with HCBS quality improvement expertise and individuals from associations representing states and their HCBS programs
- Pediatric clinicians
- HCBS researchers
- Direct care workers (such as personal care aides, nursing assistants, or home health aides who provide personal assistance with everyday activities) and individuals from associations representing direct care workers
- People who use HCBS and their advocates, families, or individuals from self-advocacy organizations
- Health plans providing managed LTSS and individuals from associations representing these health plans

Scope of Responsibilities:

The TEP will advise the Mathematica project team on the identification, prioritization, and development of new quality measures or re-specification of existing quality measures for children who use HCBS—as well as the maintenance of existing LTSS and HCBS quality measures for adults—in terms of their importance, scientific acceptability, feasibility, and usability. The TEP’s specific duties include the following:

- Reviewing proposed measure concepts based on findings from the environmental scan and gap analysis conducted by the project team
- Advising the project team on prioritizing quality measure concepts
- Evaluating issues related to the importance and implementation of measures identified and developed under this contract
- Providing feedback on developing and specifying select measures
- Reviewing and aiding interpretation of measure testing results
- Reviewing and providing feedback on existing measures
- Reviewing and providing feedback on TEP Summary Reports

TEP members are expected to commit to the anticipated time frame needed to perform the TEP functions. To participate fully in discussions, members should read the briefing materials prepared for their review before meetings. They may also be called upon periodically to review information and provide comments between meetings.

All materials and discussions are confidential until such time that CMS authorizes their release.

Maintaining a standing TEP with maintenance and development specific workgroups allows Mathematica to leverage the members' experience, increase coordination and consistency across measure development and maintenance, and build familiarity with topics over time, which is important to the project's continuity. As such, members are expected to attend a majority of meetings and to notify Mathematica should circumstances change where they no longer wish or are no longer able to participate. In the case of scheduling conflicts, we will ask members to provide any feedback or thoughts on the materials and discussion questions for Mathematica to share with the panel. In some circumstances, a TEP member may designate a temporary replacement from their organization. Any substitute is subject to approval, as we strive to ensure a balanced and diverse composition.

If a TEP member is no longer able to meet membership commitments, Mathematica will identify a replacement from the nominees from the most recent call for nominations or by working with the TEP member's affiliated organization to nominate another individual. Upon identification of an appropriate alternate member any TEP obligations will transfer to the replacement TEP member.

Guiding Principles:

Participation as a TEP member is voluntary and the measure developer records the participant's input in the meeting minutes, which the measure developer will summarize in a report that they may disclose to the public. If a participant has chosen to disclose private, personal data, then related material and communications are not covered by patient-provider confidentiality. People who use HCBS and their caregivers may elect to keep their names confidential in public documents. TEP organizers will answer any questions about confidentiality.

All potential TEP members must disclose any significant financial interest or other relationships that may influence their perceptions or judgment. It is unethical to conceal (or fail to disclose) conflicts of interest. However, there is no intent for the disclosure requirement to prevent individuals with particular perspectives or strong points of view from serving on the TEP. The intent of full disclosure is to

inform the measure developer, other TEP members, and CMS about the source of TEP members' perspectives and how that might affect discussions or recommendations.

The Mathematica project team will use the following criteria to identify concepts and assess measures for development and maintenance:

- Relevance and importance to individuals who use LTSS or HCBS and their caregivers, as well as to states and plans
- Performance gaps and opportunity for improvement
- Program appropriateness
- Evidence of importance
- Feasibility, usability, and scientific acceptability of measures
- Existence of competing measures
- CMS and federal measurement priorities

The TEP will make decisions by voting or by consensus, depending on the topic. Mathematica will confirm a quorum of 66 percent of TEP workgroup members available to consider a vote valid. A consensus recommendation will further require a threshold of voting members greater than or equal to 60 percent of attendees and at least 60 percent of that number voting in agreement. Abstentions will not count in the denominator.

The TEP will provide input throughout the measure development process. The project team will consider the TEP's recommendations and will convey those recommendations to CMS; however, the project team and CMS will ultimately make decisions about measure selection and development. The project team will write and share summary reports of TEP proceedings following meetings to highlight discussions and document decisions.

The project team will ensure confidentiality in TEP reports by summarizing discussion topics and removing the names of TEP members who make specific comments during the meetings.

Estimated Number and Frequency of Meetings:

TEP members will participate in two to three working meetings throughout each year (2025-2029). Workgroup meetings of 2-4 hours each will be scheduled based on need and TEP member availability. Review of preparatory materials prior to meetings and completing a pre- or post-meeting survey, if applicable, may be necessary and will take an estimated time between 2 and 3 hours total. All TEP meetings will be conducted virtually and audio recorded.

Date Approved by TEP:

TBD

TEP Membership:

TBD