

Consumer Advisory Board Draft Welcome Letter

Insert Date

Insert Inside Address

Dear Insert Name,

We are pleased to welcome you as a new member of the CT Consumer Advisory Board on Healthcare Innovation. Your term will begin (insert date). You will receive information via email with further details about the (date) meeting.

All new Consumer Advisory Board (CAB) Members are asked to attend a CAB information session prior to the (date) meeting. This session will familiarize you with the CAB's work and processes and with your responsibilities as a member. It will also give you an opportunity to meet other new and current members and ask any questions you might have. The Information Session is scheduled for Please contact Deanna Chaparro to RSVP at Deanna.Chaparro@ct.gov.

The Consumer Advisory Board is dedicated to bringing the consumer voice to Connecticut healthcare innovation policies and initiatives. We greatly appreciate your willingness to serve and look forward to working together towards this goal.

Please don't hesitate to contact us if you have questions about the Consumer Advisory Board or your responsibilities as a member

Sincerely,

Pat Checko and Arlene Murphy

Draft CAB Member Guide

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DRAFT FACT SHEET

Consumer Advisory Board Mission

To advocate for consumers and provide for strong public and consumer input in Connecticut health reform policies

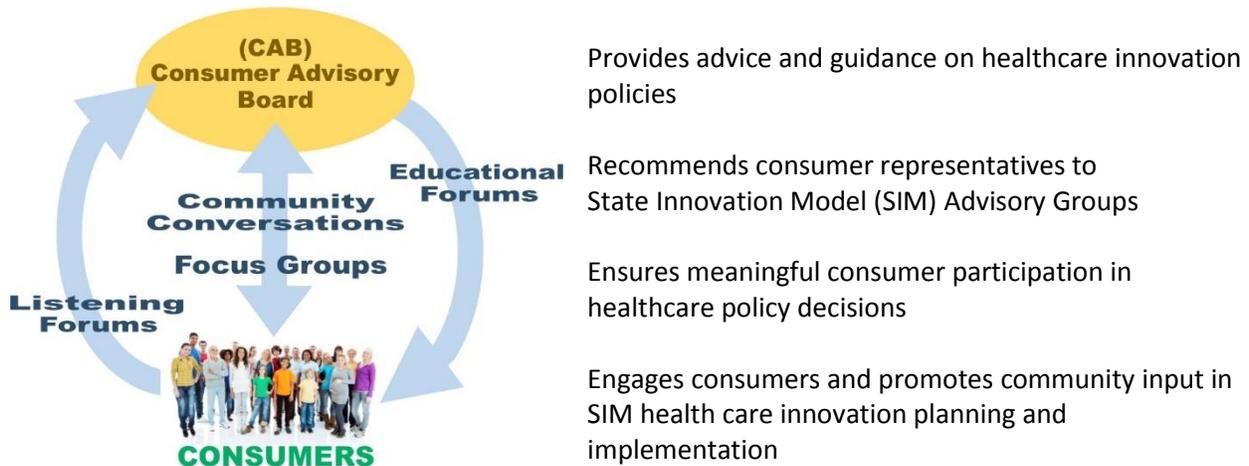
Consumer Advisory Board Vision

The overarching vision of the Consumer Advisory Board (CAB) is to ensure that Connecticut healthcare innovations lead to positive health outcomes and health equity for consumers across Connecticut.

Background

In March 2013, Connecticut received a Federal **State Innovation Model (SIM)** Phase 1 grant to improve the quality and reduce the cost of health care through changes in how health care is delivered, paid for and how quality of care is measured. The Consumer Advisory Board was established under this grant to promote consumer involvement in this process. Under the SIM Phase 2 grant awarded December 2014, the Consumer Advisory Board membership was increased and its activities expanded.

What Does Consumer Advisory Board Do?



For More Information

For more information on the Consumer Advisory Board (CAB) and CAB activities go to link below or contact.....

Consumer Advisory Board Meetings

The Consumer Advisory Board meets monthly. A list of upcoming meetings dates and locations is below.

List Dates and Locations

In addition, Consumer Advisory Board Members are asked to participate in Community Listening Sessions, Forums, and Issue Focused Webinars. A calendar of these events is posted at the following link.....

Consumer Advisory Board Members

List of Consumer Advisory Board Members

Contact Information for SIM Program Management Office

Deanna Chaparro at SIM Program Management Office (PMO) can be reached at Deanna.Chaparro@ct.gov add phone number.

Consumer Advisory Board (CAB) Member Responsibilities

1. **Attend** meetings consistently to ensure active participation and quorum
 - a. Contact staff if you will be absent from a meeting
 - b. Contact staff prior to meeting if circumstances prevent you from attending in person and you require participation via conference call.
2. **Prepare** for meetings by:
 - a. Reviewing materials distributed prior to meeting
 - b. Prepare to raise questions and comments about issues being discussed
3. **Participate** in meeting discussions by raising questions and comments, and making recommendations
4. **Listen Respectfully and Speak Respectfully** to others
5. **Assist** in planning and implementation of CAB consumer engagement activities and efforts to promote healthcare policies important to consumers
6. **Uphold** Consumer Advisory Board Values
7. **Comply with** SIM Conflict of Interest policies.

In the event, that a Consumer Advisory Board member is unable or unwilling to fulfill the above responsibilities, Consumer Advisory Board may recommend their replacement.

Consumer Advisory Board Values

The mission of the Consumer Advisory Board is to advocate for consumers and provide for strong public and consumer input in Connecticut health reform policies. To accomplish this mission, Consumer Advisory Board meetings and activities are open to the public and strive to uphold such values as;

- Respect
- Diversity
- Accountability for meeting CAB goals and objectives
- Commitment to overcoming language and other barriers to meeting participation
- Understanding there are many different “consumer” perspectives.
- Listening to and learning from other points of view
- Appreciation of CAB member time and effort
- Dedication to healthcare innovation efforts that improves healthcare for Connecticut consumers

Conflict of Interest Policies

All Consumer Advisory Board (CAB) Members are required to disclose in advance if they, their employer or any member of their immediate family could possibly benefit financially from the outcome of a CAB decision process. A Conflict of Interest Disclosure Form is completed by each Consumer Advisory Board Member and submitted to the SIM Program Management Office. Once disclosed, the individual can choose to abstain from a vote or be recused from a discussion.

SIM

Organization Chart

(to be added)

Additional Information Sources

(links to websites to be added)

Glossary of Terms and Abbreviations

(to be added)