



ALASKA MEDICAID REDESIGN + EXPANSION

STAKEHOLDER ENGAGEMENT TOOL KIT: A MEETING IN A BOX



GOALS FOR MEDICAID REDESIGN + EXPANSION

IMPROVE
HEALTH



OPTIMIZE
ACCESS



INCREASE
VALUE



CONTAIN
COSTS



TABLE OF CONTENTS

1. PUBLICITY + MEETING ANNOUNCEMENT TEXT

Conveners can use this sample text to publicize the stakeholder meetings.

2. PRE-MEETING CHECKLIST

This checklist will assist you in preparing to host the meeting.

3. SIGN IN SHEET

The sign in sheet template provides a way to record who participates in your meeting.

4. AGENDA

The agenda template includes blanks for conveners to use to tailor meeting information for each meeting. It also includes timeframes for conveners to use to tailor length of meeting. The agenda includes a link to a web-based survey for post-meeting stakeholder input and a comment card for any further comment (see below).

5. FACILITATOR'S GUIDE

The guide will assist you in hosting effective meetings with stakeholders and providing input to the Department of Health and Social Services. This guide is a companion to the Agenda; it provides helpful instructions for facilitators who are hosting stakeholder meetings.

6. POWER POINT PRESENTATION

The presentation provides information on the status of Medicaid reform, the various care models and payment mechanisms being considered. This provides the background for the small group discussions.

To download an audio recording of the September 2nd webinar where many of these slides were presented, please go to <http://dhss.alaska.gov/healthyalaska>.

7. TWO HANDOUTS

7A. The handout titled *Alaska Medicaid Redesign: Approaches to Coordinated Care and Value-based Purchasing* is a 'cheat sheet' for participants and conveners to help remember the differences between the different care models and the other options we have to consider.

7B. The Table of Abbreviations is a reference to de-code common health care system and reform related abbreviations and acronyms.

8. MATRICES FOR RECORDING STAKEHOLDER INPUT (OPTIONS 1, 2 AND 3)

This toolkit provides three different ways to elicit and record stakeholder input. Conveners should choose the option that best suits the interests of their stakeholders, the length of time for the meeting and desired level of detail for stakeholder input.

8A. Option 1 is the short format: it organizes stakeholder input around the four main goals of Medicaid Redesign: Improve Health, Optimize Access, Increase Value, and Contain Costs.

8B. Option 2 is the long format: it organizes stakeholder input around seven guiding questions that help participants explore how the different models could work in Alaska.

8C. Option 3 is the specific population format: it organizes stakeholder input around the barriers to care for various specific populations, and the needed system changes and care models to address those barriers.

These matrices will be used in the meeting to guide discussion and to organize the feedback to submit to DHSS.

9. COMMENT CARD

Please distribute the comment card to participants. It has the email address for further comment to DHSS, the link to the web-based post-meeting survey and room for written comment.

10. WEB-BASED POST-MEETING SURVEY (PROVIDED AS WEB LINK)

The Agenda includes a link to a Survey Monkey hosted survey where participants can submit further comment on Medicaid Expansion and Redesign. This link will collect all participants' feedback in a single set of responses.

<https://www.surveymonkey.com/r/akmcdre-stakeholder-feedback-fall2015>

INSTRUCTIONS FOR SUBMITTING FEEDBACK

After you convene a meeting to engage with your constituents, we look forward to receiving your feedback! Please provide us with the following items, sent via e-mail to medicaid.redesign@alaska.gov (typed or scanned, handwritten-documents welcome):

- Meeting convener's name and contact information
- One completed matrix that compiles stakeholders' input from the meeting
- A list of participants in the meeting (sign-in sheet or as part of meeting notes)
- Copies of any additional comments submitted via comment cards