

# AHCC Advocacy Committee: Scope of Work

## AHCC Contact

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## Purpose and Terms of Service

### Objective

The Association of Home Care Coding and Compliance's (AHCC) Advocacy Committee reviews regulatory policy, coding and guideline updates, and OASIS requirements that impact home care coding and compliance professionals. The committee takes action to advocate on behalf of AHCC's membership and the industry at large.

### Essential responsibilities

- Review regulatory policy including proposed and final rules, proposed coding updates and guideline changes, and OASIS changes and updates.
- Work with AHCC administration to draft comment letters on behalf of the association.
- Provide summary, interpretation, and analysis to AHCC membership through written content, quarterly calls with membership, and AHCC Talk episodes.

### Code of professional conduct

Advocacy Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

### Committee composition

The Advocacy Committee will consist of 3-5 members, including:

- Members of the BMSC Certification Committees
- Members of the AHCC Advisory Board
- Representatives of the general AHCC membership

- An AHCC/BMSC staff member. This is a non-voting/contributing member charged with facilitating meetings (such as setting up the conference calls), setting meeting agendas, and following up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

Applicants for the Advocacy Committee must be active AHCC members.

#### AHCC Board liaison:

This committee will have a member of the AHCC board who will serve as a liaison between the board and the committee. The AHCC board liaison will provide guidance, direction, and oversight to the committee.

Specific responsibilities:

- Report back to the AHCC board on committee meetings and work progress.
- Ensure committee members are doing their work and making progress on assigned tasks.
- Chairs committee meetings.
- Promotes committee membership and work.
- Develops meeting focus and plans.

#### Term duration and prerogatives

Advocacy committee membership will be evaluated annually, and reappointment decisions will be rendered based on current needs, the given committee member's past contributions and continued desire to serve.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least 30-day advance notice to the coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with AHCC administration in a timely manner may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the AHCC website
- 10 BMSC Educational CEUs each calendar year

### Scope of Work and Process

The Advocacy Committee meets on an as-needed basis to conduct business necessary to review policy and determine response. During comment periods, the committees will meet more frequently. During the rest of the year, the Advocacy Committee should expect to participate in

quarterly meetings to discuss annual plans for advocacy, plans to communicate issues with AHCC membership, and any other associated work.

Although the Advocacy Committees' major activities center around reviewing policy and producing comment letters, and disseminating information to AHCC membership, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Submit written pieces outlining advocacy issues and opportunities to AHCC's publications and to publications outside of AHCC to further awareness of the issues facing home care and our professions. These written pieces may be assigned by AHCC administration.
- Bring forward ideas for new issues or areas of advocacy to AHCC administration for future planning.
- Look for gaps, discrepancies, and other potential deficiencies in AHCC's advocacy efforts and inform the AHCC administration of potential opportunities.
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to AHCC Director Jan Milliman at [JMilliman@decisionhealth.com](mailto:JMilliman@decisionhealth.com).