**UPDATED Notice of Opportunity to Participate in the
EOHHS Social Services Integration Work Group (SSIWG) for MassHealth**

**July 2017**

The Massachusetts Executive Office of Health and Human Services (EOHHS), the state agency responsible for administering the Medicaid program and the State Children’s Health Insurance Program within Massachusetts (collectively, MassHealth), is hereby seeking nominees to participate in a Social Services Integration Work Group (SSIWG) that will assist EOHHS in its efforts integrate social services into the MassHealth program.

**Background:**

To better address the comprehensive needs of MassHealth members, EOHHS, through its federally-approved MassHealth Section 1115 Demonstration, is introducing a system of Accountable Care Organizations (ACOs) that, working in close partnership with Community Partners (CPs), will integrate health-related social services with physical and behavioral health care and long term services and supports. These ACOs and CPs will work with social service organizations (SSOs) to develop and adopt innovative approaches to integrate health-related social services when delivering health care to MassHealth members.

These social services are designed to improve the social determinants of health – namely, conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks – which are increasingly acknowledged as important influences on the health of all individuals. To assist with the provision of these social services, ACOs contracted with MassHealth will be able to use a portion of their Delivery System Reform Incentive Payment (DSRIP) program funding to provide “flexible services,” including:

* Transitional assistance services for individuals transitioning from institutional settings into community settings;
* Home- and community-based services to allow individuals to remain in community settings;
* Services to assist individuals with maintaining a safe and healthy living environment;
* Services that promote physical activity and nutrition; and
* Services that facilitate connections to support for individuals who have experienced violence.

EOHHS recognizes that the development of processes for effective social services integration, including the implementation of flexible services, will require discussion and input from multiple sectors and stakeholders – including representatives of providers, ACOs, managed care organizations (MCOs), CPs, health plans, community-based organizations, SSOs, advocates and policy makers. To further EOHHS’s goals, as described herein, EOHHS is seeking nominees to participate in the SSIWG.

EOHHS’s goals for the SSIWG include, but are not limited to, the following:

* Identification and evaluation of evidence-based strategies for social services integration in care delivery;
* Identification and evaluation of population data sources to define and inform social services resources and needs (e.g., community resource databases, local and regional population data sources);
* Identification and evaluation of processes, including challenges and solutions, to the development, integration, and implementation of social services supports in ACO/MCO and CP models;
* Identification and evaluation of processes and systems for successfully linking MassHealth members to social services supports;
* Identification and evaluation of processes for monitoring, validation, and quality assessment of social service supports;
* Development and evaluation of clinical and community education and outreach strategies;
* Identification and evaluation of tools, metrics, and resources to measure and ensure access to and receipt of social services for MassHealth members; and
* Identification and evaluation of workforce development and training needs and resources.

EOHHS is seeking approximately 15-20 members to serve on the SSIWG for a term of up to one year starting in the fall of 2017. In its sole discretion, EOHHS may extend the life of the SSIWG by up to two years. If EOHHS elects to continue the SSIWG beyond the initial one-year period, EOHHS, in its sole discretion, may alter the composition of the group as it sees fit – including by inviting all, some, or none of the SSIWG’s then-current members to remain in the SSIWG, or by reopening this procurement to accept additional responses from individuals to join the SSIWG.

All SSIWG members are expected to participate in initial onboarding activities and trainings, be able and available to devote the time needed to perform the roles and responsibilities of the SSIWG, review all meeting materials in advance of meetings, attend 90% of meetings on an on-going basis, participate in the development of SSIWG deliverables, and provide guidance and input to EOHHS. EOHHSmay, in its sole discretion, require a SSIWG member to recuse him or herself from the review of specific matters in the event of a perceived or actual conflict of interest.

EOHHS anticipates that the SSIWG members will meet approximately every 4-6 weeks for the initial 12 months, and less frequently (e.g., quarterly or semi-annually) if EOHHS extends the SSIWG beyond spring 2018. Meetings will be approximately two hours in length and will be held in the EOHHS offices at 1 Ashburton Place, Boston, MA, 02108, or another location in Boston.

The SSIWG is separate and distinct from other EOHHS committees, but SSIWG members may work in collaboration with other EOHHS advisory bodies or work groups. SSIWG members may send a representative to a meeting only with prior authorization from EOHHS.

If an individual representing an organization can no longer, or no longer wishes to, serve on the SSIWG, the organization must promptly notify EOHHS and may propose a replacement with equivalent background and experience for approval by the Secretary of EOHHS, or her designee.

**Nominee Criteria:**

EOHHS seeks individuals with diverse professional and personal backgrounds and who have expertise in social determinants of health, clinical and population health, and the MassHealth healthcare system to serve on the SSIWG. Members may include:

* Representatives from provider organizations, ACOs, MCOs, payers, SSOs, and community-based organizations, including those with specific expertise in behavioral health, long-term services and supports (LTSS), and social determinants of health;
* Industry and non-industry experts in payment model design, data analysis, actuarial rate setting, health policy, evaluation, and quality measures;
* Consumer and family/caregiver advocates; and
* Representatives from academia and/or the research community with expertise relevant to the goals of the SSIWG.

Each nominee may apply to join the SSIWG as an individual or as a representative of an organization, provided that, in the latter case, the organization assents to that individual serving as its representative. Additionally, the Secretary of EOHHS, or her designee, in her or his sole discretion, may remove members who are not meeting their obligations or who are not advancing the SSIWG’s goals. When selecting SSIWG members, EOHHS will consider, among other things, each nominee’s actual or potential conflicts of interest, in order to minimize, to the greatest extent possible, the number of foreseeable recusals.

**Support for Members of the SSIWG:**

EOHHS will provide supports, including accommodations for individuals with disabilities, to SSIWG members who need them. EOHHS will not provide stipends to SSIWG members.

**Evaluation and Selection Process:**

EOHHS will convene a team of agency staff to evaluate all nomination forms submitted in accordance with this Notice of Opportunity. The evaluation team will recommend members to the Secretary of EOHHS based on the selection criteria listed herein. The Secretary of EOHHS, or her designee, will make the final decisions on the appointment of the SSIWG members. EOHHS reserves the right to contact any nominee during the evaluation process to request written or oral clarification of his or her submission, or otherwise to discuss his or her response.

In addition to the criteria set forth above, the evaluation team will evaluate each nominee on the basis of:

* the clarity, appropriateness, comprehensiveness, effectiveness, and responsiveness of his or her submission;
* his or her understanding of the goals, roles and responsibilities of the SSIWG;
* his or her qualifications, including stated interest, knowledge, skills and experience;
* his or her geographic location and organization or affiliation;
* his or her status as an individual or organizational representative; and
* any other qualifications that will contribute to the composition and goals of the SSIWG.

Nominees should possess strong analytical skills, critical reading skills, interpersonal skills and communication skills. In addition, nominees must reside in the Commonwealth of Massachusetts, and not be employed by EOHHS (including any of its agencies). By virtue of submitting a nomination form for review, nominees are committing to the time and level of participation described in this Notice of Opportunity.

**Submission Process:**

To be considered, interested individuals must submit a completed nomination form and resume **by email** to Melissa Morrison at Melissa.Morrison@state.ma.us by **Friday, August 4, 2017, no later than 12:00 PM.** Hard copy submissions will not be accepted. Contact Melissa.Morrison@state.ma.us if you have questions or would like to request a reasonable accommodation, which may include obtaining the information in an alternative format.

EOHHS retains the right to reopen this procurement, in its sole determination, for any reason, and at any time. For example, and without limiting the generality of the foregoing, EOHHS, in its sole determination, may immediately reopen this procurement to accept additional responses if it cannot identify qualified individuals with the qualifications listed above during the procurement, or if it has not received a sufficient number of responses by the initial deadline for responses. Pursuant to 801 CMR 21.06 (6), EOHHS reserves the right, at any time prior to the finalization of the SSIWG, and without penalty, to amend or clarify this Notice of Opportunity, or to change the requirements, scope, or schedule. Pursuant to 801 CMR 21.06 (7), EOHHS reserves the right, at any time prior to the finalization of the SSIWG, and without penalty, to cancel the Notice of Opportunity and reject all nominations.