

## COALITION ARTICLES

Ratified November 01, 2013  
Amended February 13, 2015

### NAME OF ORGANIZATION

The name of this coalition is the Region D Advisory Committee (DAC), hereinafter referred to as the Region D DAC.

### MISSION STATEMENT

The Region D DAC shall be the primary communications vehicle between the home medical equipment (HME) Industry and the Jurisdiction D Durable Medical Equipment Medicare Administrative Contractor (DME MAC).

This mission involves regular meetings and communication between the Region D DAC and the DME MAC. To all extents possible, government healthcare agencies and contractors are invited to interact with the Region D DAC and DME MAC in a spirit of cooperation. Additionally, a mission of this organization is to work cooperatively with all other Jurisdiction DAC groups and their Medical Directors to streamline our processes for the betterment of our Medicare beneficiaries.

### PURPOSE

A specific and principal purpose of the Region D DAC is to operate a professional organization within the meaning of Section 23701e of the California Revenue and Taxation Code. The organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes. Secondly, the purpose of the above described communication is to address issues relating to regulatory and administrative activities by governmental agencies and contractors which affect the delivery of industry products and services to eligible Medicare beneficiaries. Clear communication on issues and provider instructions back to all Region D DAC members is a charge of this organization.

### ORGANIZATIONAL STRUCTURE

Each of the seventeen States represented in Region D is authorized to elect a person to represent that State at Region D DAC meetings. That selection process is described in the State Representation section of these articles.

A grouping of industry interest people, known as 'A' Teams, forms the working bodies of the Region D DAC. These volunteers select their leadership as described in the 'A' Team Section of these articles.

The governing and administrative function of the Region D DAC is done by the Executive Committee. Their terms and duties are described in the Executive Committee Section of these articles.

Qualification for Region D DAC membership and respective dues structure are outlined in the Region D DAC Membership section of these articles.

## STATE REPRESENTATION

Region D DAC eligible members, duly elected by vote of their respective States, can vote on all matters properly raised before the organization. This representative, in good standing with the Region D DAC, can be a:

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Provider                            | Provider Representative             |
| Consultant                          | Manufacturer                        |
| Vendor                              | State Association Representative    |
| Regional Association Representative | National Association Representative |

State representation requires that this person understands and can communicate on issues relating to Medicare and Medicaid in the State they represent.

Consideration will be given to each "member" for the selection of an "alternate" in the event that member cannot attend a scheduled meeting. Members are expected to provide the Region D DAC with prior notification of the name of the authorized replacement.

## A-TEAM STRUCTURE

### INDUSTRY SEGMENTS

|                            |                                   |
|----------------------------|-----------------------------------|
| Home Medical Equipment     | Enteral/Parenteral Therapy        |
| Oxygen Therapy             | Prosthetics/Orthotics             |
| Respiratory Care Equipment | Rehab Equipment                   |
| I.V. Therapy               | Ostomy/Urological Supplies        |
| Medical/Surgical Supplies  | Codification/Government Standards |

### CURRENT 'A' TEAM NOMENCLATURE:

|                |             |
|----------------|-------------|
| CEDI           | NSC         |
| EDUCATION      | O AND P     |
| HME            | PDAC        |
| IV-PEN         | REHAB       |
| MEDICAL SUPPLY | RESPIRATORY |

ELIGIBILITY: To become eligible for election to an A-Team Leader or Assistant A-Team Leader Position, a Region D DAC member must be in good standing and have 2 or more years of experience within the Region D DAC.

## EXECUTIVE COMMITTEE

ELIGIBILITY: To be eligible for nomination to the DAC Executive Committee, a DAC member must have:

1) Served as a DAC D State Representative for a minimum of one year

OR

2) Served as a Region D DAC A-Team Leader for a minimum of one year

OR

3) Served as a Region D DAC Assistant A-Team Leader for a minimum of two years.

Should a Region D DAC Executive Committee member have a change in eligibility status during their service on the committee (i.e., loss of employment, leave of absence, relocation, etc.), and he/she intends to continue as an industry member in Jurisdiction D, the Executive Committee member will have six months grace period to re-establish D-DAC member eligibility. If the Executive Committee member does not intend to continue as an industry member in Jurisdiction D or after six months the Executive Committee member is unable to re-qualify to serve as a member on the Executive Committee, that Executive Committee member will be replaced on the committee by special election within 60 days of position vacancy or at the annual election whichever is sooner.

#### ELECTION – TERM

The Region D DAC membership shall elect an Executive Committee who shall serve successive terms if elected by the membership. This election is held at the annual meeting, every other year. There is no term limit established by the DAC members or leadership to serve

ADMINISTRATIVE SERVICES -The Executive Committee shall engage an Administrative Services group to handle clerical and accounting functions within the Region D DAC. The Chairperson will negotiate the terms of this group, subject to Executive Committee approval.

#### REGION D DAC MEMBER DEFINITION

Paid Members – One who has verifiably paid his/her dues directly through Region D DAC:

State Association

State Champion with paid dues directly to Region D DAC

Regional Association

National Association

Vendor/Manufacturer Supporter

Provider

Provider Representative/Consultant

Single membership with paid dues directly to Region D DAC

Informational Only Members-providers with paid dues directly to Region D DAC

Waived Dues Members-One who has verifiably paid his/her dues directly through:

State Association membership in which the state is a paid member of the Region D DAC

Regional Association membership in which the region is a paid member of the Region D DAC

National Association membership in which the association is a paid member of the Region

D DAC with a provider specialty which is NON- DME related

## VOTING RIGHTS

Voting rights are restricted to Region D DAC paid members, with the exception of Informational Only Members. Informational Only Members will have no voting rights in the Region D DAC. Each paid member will be allowed one voting right. State Association, Regional Association, and State Champion shall have an appointed representative for each state, which will account for one vote per state.

All Region D DAC paid or waived dues member shall be allowed one vote on Executive Committee selection, which will be done every other year or more often if needed for a "special election".

## D-DAC OPERATIONAL PROTOCOL

The Region D DAC shall meet on a quarterly basis, with each meeting being scheduled at the end of the previous meeting (upon agreement of dates and times by a majority of those present).

Two of the quarterly meetings will be by teleconference and two will be face to face during Med Trade Conferences, one East and one West.

The Region D DAC will coordinate meetings with the DME MAC, and pay for the cost of the meeting should there be a charge.

Meeting notices will be sent to all members prior to the meeting date. A form for gathering questions will also be sent at that time.

Questions for the DME MAC will be forwarded to the designated representatives by the requested deadline.

The DME MAC will attempt to provide the Chairman of the Region D DAC with answers to the submitted questions via e-mail or fax prior to the scheduled meeting. The Chairman can then provide copies of the answers to all DAC members for their review.

The Chairman shall preside over the Region D DAC at the regular meetings. In his/her absence, the Vice-Chairman shall preside over said meetings.

The DAC Secretary/Treasurer/Administrative Services shall submit drafts of meeting minutes from the Region D DAC meetings to the DME MAC and lead representative for timely approval. Upon approval, the minutes will be distributed to all members and associate members of the Region D DAC.

The DAC Secretary/Treasurer/Administrative Services shall submit a financial report monthly to the Executive Committee and bi-annually to the Region D Membership.

Extraordinary costs, such as educational programs or trade shows sponsored by the Region D DAC must be approved by a majority vote of the State Representatives, and may be levied as an additional expense to the respective membership of the Region D DAC.

All travel and related expenses of Region D DAC members are the sole responsibility of that member, unless determined differently by each respective State or Regional association.

#### MEMBERSHIP DUES STRUCTURE

Membership dues are to be determined as a responsibility of the Executive Committee, subject to a vote by the voting members (see Voting Rights).

#### LIMITATION OF POWERS

Notwithstanding any of the above statements of purpose and powers, this coalition shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of the association.

Authorized and Signed by Mary Stoner, Chairperson Dated 02/13/2015



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