

### HTA Vision

Achieve *better health care outcomes* for enrollees and beneficiaries of state programs by paying for proven health technologies that work.

### HTA Mission

Base coverage on evidence that a medical procedure, device, or test is safe, effective, and provides value.

Purpose of this Document: To familiarize attendees and others with the Health Technology Clinical Committee (HTCC) meetings and provide information on typical agendas and processes related to the meetings. The HTCC is charged with making a decision about whether state agencies that purchase health care must pay for (cover) selected health technologies. The HTCC must consider and base its decision on evidence that it deems the most objective and reliable and is charged with reviewing the evidence about a selected health technologies' safety, efficacy, effectiveness, or cost-effectiveness. The public meeting is the final stage in the public process that begins with selection and announcement of the technology, a request for public input and search for evidence, and an independent review of the evidence presented in a draft (posted for public comment) and final technology assessment report. This evidence report forms the primary basis for the technology discussion and coverage decision.

## Roles and Responsibilities

There are five primary participant groups at the HTCC Meetings:

### Health Technology Clinical Committee

The Health Technology Clinical Committee is an independent group of 11 practicing physicians and other health care providers appointed by the Health Care Authority Administrator. The meetings are convened for the committee, as led by the chair, to review evidence related to selected technologies and make coverage decisions.

### Health Technology Assessment Program Staff

The Health Technology Assessment Program arranges for the meeting and provides staff support. The HTA Director facilitates the meetings, provides program updates, and clarification of program requirements. The HTA Clinical Consultant provides an introduction and background related to the technology, assists in facilitating the committee discussion and ensuring the committee abides by required and agreed criteria and maintains an evidence based focus.

### State Agency Representatives

State agencies that purchase health care are required to participate in the program and implement coverage decisions. Agency medical directors act as representatives and supply agency specific data and serve as subject matter experts to the HTCC for questions concerning agency utilization, outcomes, current and historical coverage policies, administrative feasibility, and other information requested by the HTCC.

### Technology Assessment Center

The Technology Assessment Centers' role is to present the technology assessment report and findings related to the selected topic, and to answer questions relating to the systematic review or evidence findings as requested by the HTCC.

### Public

Public participants are welcome to observe the open meeting. The Chair has also designated a public comment period for participants desiring to comment at the meeting. Additional comments and recommendations are received by the HTA staff throughout the process.

## **Typical Agenda**

HTCC meetings generally have the following five basic components. HTCC meetings are open to the public and any interested person may observe. At the conclusion of the day, the clinical committee members will vote and the Committee will make its recommendation.

### Convene Meeting and Topic Introduction

This segment consists of the chair and/or program director starting the meeting, any administrative housekeeping; opening remarks; any program background or update information; as well as a review of the previous meeting's minutes and actions. The technologies to be discussed during the meeting are introduced.

### Public Comments

This segment consists of taking comments and recommendations from the public. The committee will hear public comments during a designated time only. This segment, typically about a half hour, can consist of two components: (a) scheduled comments and (b) open public comments.

- (a) Public attendees who contacted the HTA program and provided presentation materials prior to the meeting address the committee and present information relevant to the agenda. Time is typically limited to five to ten minutes each.
- (b) Other attendees who are present at the meeting may give oral comments to the committee. Time is typically limited to three minutes.

### Agency Data

This segment includes an agency representative(s) presentation of agency experience, including information about topic selection; current coverage policy; agency utilization and outcomes experience; and recommendations. Overall time is typically limited to fifteen to thirty minutes.

### Evidence Report

This segment consists of the description of the technology and a presentation of the types and strength of evidence as reported by the technology assessment center.

### Committee Discussion and Outcome

This segment is the main purpose of the meeting and is for the clinical committee to openly deliberate the technology topic(s) under review. Generally, one of four decisions is made by the committee: (1) Cover the technology, (2) cover the technology in certain circumstances, (3) not cover the technology, or (4) request further information or an ad-hoc advisory group input related to the technology or a certain aspect of the technology.

The Committee Chair directs staff to prepare a draft findings and decision document based on the committee vote. The committee votes to adopt the decision at the next public meeting after the document has been drafted and posted.

## **Comment Process**

If the meeting accepts scheduled public presentations, only individuals who register and submit an electronic / written copy of the presentation as instructed by the program in advance of the meeting are permitted to present during scheduled public comment. The time allotted for each presentation will be approximately 5 minutes, based on the number of presenters, time requested, and overall time allotted. Presenters will speak in their assigned order. If presenters are not given an opportunity to speak because of time restrictions, the program will present any written testimony to the Committee. For other public comments, individuals present may sign up to provide oral comments. The time allotted for each comment is usually 3 minutes. Public comments should focus on the issues specific to the technology topic(s) before the committee. Consider the purpose and mandates of the HTCC, and the stage of the process, if providing public input and focus on evidence. (See guest comment guide for more details).