

## **Virginia AIDS Drug Assistance Program (ADAP) Advisory Committee Scope**

### **Background:**

The Virginia AIDS Drug Assistance Program (ADAP) assists with medication access for the treatment of HIV/AIDS to individuals who are uninsured or underinsured, without third party benefits covering medications on the ADAP formulary, and those with Medicare Part D coverage. Individuals must also meet the financial eligibility requirements as established by the Virginia Department of Health (VDH). The ADAP Advisory Committee was created in 1996. Currently membership is comprised of HIV/AIDS medical providers, a pharmacist, consumers, and local health department representation. Members represent the five health regions of the state as well as Ryan White Grantees funded through Parts A, B, C, D, and F.

### **Purpose:**

The Committee advises the VDH ADAP on formulary changes, as well as programmatic, clinical and educational issues as needed. The committee evaluates the impact of changes to statewide HIV services on medication access and uses its findings to formulate recommendations. The Committee reviews data on ADAP utilization and assesses implications of trends and program changes, including the impact on other statewide HIV services.

### **COMMITTEE STRUCTURE:**

#### **Roles and Responsibilities:**

Members who are clinicians may be contacted for consultation or inquiries of a medical nature as it relates to treatment or other issues regarding HIV/AIDS. Members who are not medical providers may be consulted for other ADAP related issues. Members are expected to attend meetings, and to notify the ADAP Coordinator if unable to attend. While final decision making authority lies with VDH, all input is valued, and the recommendations of the Advisory Committee will inform and guide programmatic choices.

#### **Membership:**

Membership is by VDH appointment, and the Committee operates at the request of the Virginia Department of Health, as an advisory committee to the Office of Epidemiology, Division of Disease Prevention. Members serve at the pleasure of the Office of Epidemiology Director. Individuals interested in becoming a Committee member may submit their resumes with a brief statement of qualification to the VDH ADAP Coordinator. Requests for membership are reviewed and approved by the Committee Chair, Director of the Office Epidemiology, the Director of Disease Prevention and the Director of HIV Care Services. Larger areas of the state maybe represented by more than one member and may represent the same agency or institution. To support consistency, active members will not designate alternate representation to cover meetings.

#### **Membership Termination:**

Members who desire to terminate their membership prior to the end of the term may do so in writing to the ADAP Coordinator. Committee membership is typically for a three-

year term, with the option to renew membership at the end of a term. However, terms will be staggered to ensure continuity of Committee operations if members chose to not renew their terms. Therefore, one-third of members will have an initial term of one year with the option to renew subsequent terms of three years. An additional third will have an initial term of two years on with the option to renew subsequent terms of three years. The final third will have an initial three year term with the option to renew subsequent terms of three years. Members that miss four consecutive meetings will be removed from the committee and will be notified in writing.

### **Meetings:**

The Committee meets quarterly convening either via telephone or face to face, to be determined by VDH and the Chair. The Chair may initiate additional meetings as needed, in consultation with VDH. Meetings are open to the public. A notice of the meeting is posted in the Virginia Regulatory Town Hall website two weeks prior to the meeting. Visitors are allowed to attend and observe only unless requested to participate and recognized by the Chair.

### **Products and Outcomes:**

Voting may be used to assess Committee input on some straightforward matters (such as formulary changes), especially when time sensitive. Voting may be conducted during the meetings, by email, or by phone, depending upon the issue. Final Committee recommendations or other products will be based on consensus whenever possible with alternative methodology such as majority vote determined by the Chair.

### **Formulary Requests:**

Requests for formulary changes must be submitted in writing to the ADAP Coordinator and are reviewed by the Committee prior to inclusion on the formulary. The request should state a justification for the change to include indication for use. Final decisions will be made by VDH considering Committee input.

### **Committee Officers:**

The Chair for the Committee is elected annually by and from the membership of the Advisory Committee.

In public forums only the Chair or their designee speaks for the Committee. If other members speak out on issues refer to their membership on the Advisory Committee, they are expected to make clear that their views are not necessarily those of the Committee. The Chair and members have a special duty to ascertain and assure as far as possible that personal comments or statements regarding the Committee action/discussion provide accurate information and do not misrepresent actions taken by the Committee. The Chair shall be notified when such formal statements are made.

Specific duties of the chair include:

- Primary communicator for the Committee to VDH;
- Set the agenda for the meetings (in collaboration with VDH);
- Facilitate meetings;

- Set time limits and priorities for discussion during meetings, including recognition of the members of the public wishing to speak to agenda items.

**Responsibilities of Duties of VDH ADAP Staff:** Logistics of the Committee shall be managed by VDH. VDH will provide sufficient support staff to the Committee for the Committee to effectively conduct its purpose.

Specific duties of the VDH ADAP staff include:

- Set the agenda for the meetings (in collaboration with Chair);
- Announce meeting times and places to the public;
- Ensure that there is an accurate record of each meeting; have minutes reviewed and approved by Committee members;
- Establish and maintain an attendance keeping mechanism for meetings and unexcused absences;
- Provide data and related programmatic information to inform the work of the Committee;
- Perform all logistical duties incidental to planning and facilitating meetings.