



**ANNOUNCEMENT
VACANCY ON THE MEDICAID TRAUMATIC BRAIN INJURY (TBI)
QUALITY IMPROVEMENT ADVISORY COUNCIL**

The Medicaid TBI Waiver Program is seeking application to fill the following vacancies on its Quality Improvement Advisory (QIA) Council.

To be eligible, applicants must fall into one of the following categories:

- Current or former program Participants/Legal Representative/Family Member
- Stakeholder (family, advocate of persons with TBI)
- TBI Waiver Provider

What is the QIA Council? The purpose of the Medicaid TBI Waiver Quality Improvement Advisory (QIA) Council is to provide guidance and feedback to the Department of Human Services, Bureau for Medical Services (BMS) in the development of an ongoing quality assurance and improvement system for the TBI Waiver Program.

What is the role of the Council? The role of the QIA Council is advisory in nature and therefore, it has no authority in administering the Medicaid TBI Waiver Program. Its function is to advise and assist WV BMS in program planning, development, and evaluation consistent with its stated purpose. In this role, the Quality Improvement Advisory Council shall:

1. Review findings from discovery activities.
2. Recommend program priorities and quality initiatives.
3. Recommend policy changes.
4. Monitor and evaluate the implementation of Waiver priorities and quality initiatives.
5. Monitor and evaluate policy changes.
6. Serve as a liaison between Waiver and its stakeholders.
7. Establish committees and work groups consistent with their purpose and guidelines.

How often and where does the Council meet? The QIA Council meets four times per year (**3rd Thursday**) in **August, November, February, and May** using a virtual meeting platform.

If I send in a Membership Application, what happens next? The Membership Committee will review all applications and choose those that best represent the needs of the council (ex. Type of council member, location in the state, level of experience with the Medicaid TBI Waiver Program). If the Membership Committee would like to nominate you as a potential member, you will be contacted by phone or email to confirm your continued availability and interest in serving on the Council. The QIA Council will vote to select new members from the pool of nominees. If you are nominated for voting, you will be notified of the results.



**VACANCIES ON THE MEDICAID TBI WAIVER
QUALITY IMPROVEMENT ADVISORY COUNCIL**

The Medicaid TBI Waiver Program is seeking application to fill vacancies on its Quality Improvement Advisory (QIA) Council.

Current openings for 2025

One (1) open, voting positions for a current or former program participant Term: TBD	Current or former program Participants/Legal Representative/Family Member
One (1) open voting position Stakeholder Term: TBD	Stakeholder (family, advocate of persons with a traumatic brain injury (TBI)), people with lived experiences, parents of child with TBI

How Do I Apply? Submit the completed Membership Application form via email to wvtbiwaiver@acentra.com



**Membership Application
WV Medicaid TBI Waiver Quality Improvement Advisory Council**

Type of representation on the council (check✓)

- Current or former program Participant/Legal Representative/Family Member
- Stakeholder (family, advocate of persons with TBI)
- Medicaid TBI Waiver Provider

Name	
Physical Address	
Email Address	
Telephone Number	
Date Submitted	

Please provide a brief description of your experience in the field of disabilities and the Medicaid TBI Waiver program. Why do you want to serve on the QIA Council? (Use back of page if necessary)

(Check if applicable) I am willing and able to attend and participate in quarterly meetings of the TBI Waiver QIA Council and special meetings or committee meetings.

Applicant Signature: _____
Date: _____