

CTAAB Communication Guidelines for Applicants

1. Every applicant will receive a copy of Communication Guidelines when submitting an application or proposal to CTAAB. Included in these guidelines will be a flow chart describing the CTAAB process.
2. Applicants are responsible for completing a letter of intent, an application form, and to supply all supporting documents as requested by Staff Director. Applications will not be processed unless deemed complete by Staff.
3. The applicant is expected to utilize the Staff Director as a resource person; any correspondence directed to Technology Assessment Committee, Capacity Consultant or CTAAB will be sent to the Staff Director who will, in turn, distribute it accordingly. The Staff Director functions as the distribution point for all materials intended for Technology Assessment Committee, Capacity Consultant and CTAAB. Other communication is forbidden.
4. For those applications requiring a technology review, applicants may appear in person before the Technology Assessment Committee (TAC), capacity consultant and CTAAB. At TAC, the applicant will be limited to a presentation and question/answer period, and will be then dismissed for private deliberation by TAC. For capacity consultant, applicant may make contact with consultant and arrange for a telephone or in-person meeting as desired by both parties. At CTAAB, the applicant will be limited to a fifteen-minute presentation and question/answer period. After questions have been answered, applicant may remain for the whole process related to their application or a set of competing applications until CTAAB goes into executive session.
5. The proponent(s) will be provided a copy of the agenda and an Executive Summary comprised of the key points of the analysis of the Technology Assessment Committee and the capacity consultant's abstract of their project prior to the CTAAB meeting. If proponent feels clarification to the capacity consultant's report is needed, the proponent shall contact the Staff Director prior to the scheduled meeting date to identify the clarification desired. If proponent fails to do so, proponent may not be permitted to request clarification at the CTAAB meeting.
6. The proponent will be asked to give a presentation of his/her proposal not to exceed fifteen-minutes to the Members. The order of the presentations will be based on the file date of the application, except that presentations with respect to competing applications will be grouped together and will be scheduled based on the earliest file date of the competing applications. The proponents of all competing applications will be permitted to be in attendance for all the presentations so long as they comply with the conduct requirements of these Operating Procedures. The proponent will refrain from talking about the other competing applications including commenting on the previous presentations. The proponent will refrain from presenting information not previously made available to Staff and Technology Assessment Committee or

capacity consultant, except as requested by the Members through questions. Presentation of significant changes to the proposal, not previously reviewed by Technology Assessment Committee or capacity consultant, may result in a delay of the decision by CTAAB, or decision by CTAAB without incorporation of the new information. The Members will be given an opportunity to ask questions of each of the proponents at the conclusion of their presentation.

7. The Chair, or the Staff Director on behalf of the Chair, will notify the applicant of the outcome of the meeting by written confirmation of the decision, documentation to include rationale, in writing within ten working days after the meeting. The capacity consultant will present analysis and findings at the conclusion of each of the proponent presentations when there are not competing applications and at the conclusion of all the proponent's presentations when there are competing applications. The Chair may, at the Chair's option, give a proponent an opportunity following completion of the capacity consultant's report to comment on the TAC report and/or the capacity consultant analysis.
8. Proponents may not bring more than four (4) staff members/consultants to a CTAAB meeting.
9. After questions are answered to the satisfaction of the Members, the Members may adjourn into executive session for further discussion and vote with only CTAAB Members and any consultants CTAAB deems necessary present for final discussion and vote on items requiring a CTAAB decision. CTAAB's conflict of interest policy will apply during this executive session.
10. The Chair will facilitate any further discussion. Upon statement and second of a motion, given no desire for additional discussion, a vote will be taken by secret ballot. A motion will pass with a majority vote, defined as a majority of the quorum. If CTAAB members disqualify themselves, leaving less than the minimum number for a quorum able to vote, the vote will still be valid if a minimum of five (5) persons remain qualified.
11. CTAAB recommendation approving a project shall be time-limited. When CTAAB issues a positive recommendation, its recommendation is based on information it reviewed. If subsequent to CTAAB's decision an applicant(s) changes its project in a way that is significantly different from the information previously provided to CTAAB, or if any other material changes are made to the project, CTAAB's recommendation will be null and void and CTAAB's position on the project may be reconsidered. Substantial, significant, material changes include, but not limited to, modifying the implementation timeline by more than ninety (90) days, changing the location of the technology or service, or changing the ownership of the technology or service. If an applicant is unable to meet the project timetable due to extenuating circumstances, a request for an extension must be filed with the Staff Director. The Chair (or Chair-Elect in the Chair's absence) and Staff Director will review the

request. The Staff Director will communicate to the applicant the outcome of the decision for an extension.

12. As CTAAB decisions are rendered based on community need, including access to services and capacity, a significant change in location, technology and/or capacity may necessitate a re-review by CTAAB. Such a re-review may be initiated by a request from a payer or other entity or by CTAAB itself without a request from another party.
13. If a proponent is dissatisfied with the outcome of a CTAAB decision, a letter of appeal detailing evidence that the findings of CTAAB were incomplete or excluded important evidence or information must be submitted to the CTAAB Staff Director within three (3) months. The Chair and Staff Director or representative of the capacity consultant will determine if submitted evidence warrants a continuation through the appeal process. If it does not, the proponent will be advised in writing. If it does, the Staff Director will distribute any new information to the Technology Assessment Committee or the capacity consultant, whichever group initially reviewed the proposal. The Technology Assessment Committee or capacity consultant will have the opportunity to amend their findings as they determine to be appropriate, if any. The proponent may be present during discussions at the Technology Assessment Committee or contact the capacity consultant to state their case and answer questions as needed. The Staff Director will forward the findings of the Technology Assessment Committee or capacity consultant along with all appeal documentation provided by the proponent to the CTAAB Members for review and vote. Once CTAAB has reviewed an appeal and makes a decision, further appeals regarding the project will not be entertained.

CTAAB
Review
Process

