

PATHWAYS COMMUNITY HUB CERTIFICATION PROGRAM

Management of Affiliates with Potential Conflicts of Interests Policy

The Rockville Institute's Pathways Community HUB Certification Program (PCHCP) uses a peer certification approach that draws upon the expertise of leaders of certified HUB programs. The Pathways Community HUB certification process is a pioneering effort, emerging from Pathways Community HUBs implementing the model with adequate fidelity.

Below are the categories and roles of PCHCP affiliates, who are required to complete a Conflict of Interest and Disclosure form prior to discussion of any certification application. To ensure a neutral review process, PCHCP has adopted a Conflict of Interest policy that requires the recusal of all affiliates, Senior Advisors, Developers, Certification Assessors, Evaluation Review Panel Members, and Advisory Council Members in all decisionmaking activities involving an actual, potential, or perceived conflict of interest.

Certification Assessors conduct site visits of Community HUBs seeking certification. Certification Assessors are trained on the reliability of the PCHCP standards, required documentation to demonstrate HUB compliance with the standards, data collection tools, and procedures for recommending certification status to the Evaluation Review Panel.

Evaluation Review Panel reviews all documentation summaries and recommendations prepared by the Assessor. Evaluation Review Panel members conduct independent reviews and participate in consensus-based decisionmaking processes to determine certification status and level.

Senior Advisors lend technical expertise and recommended enhancements to the certification standards, assessment process, and training needs of HUBs to improve compliance with the standards.

Developers of the Pathways Community HUB Model will assist PCHCP in the following ways:

- Codify and disseminate the Pathways Community HUB Model and tools (e.g., manuals, training materials)
- Provide technical assistance and training about the Pathways Community HUB Model to potential Community HUBs
- Conduct webinars and other activities to promote the model
- Work with stakeholders to support the initiative, payment reform models
- Develop and maintain data input and database infrastructure
- Advise the Pathways Community HUB Certification Program Executive Director on alignment of the certification process with the HUB Model to ensure integration and communications about the model is current and accurate

The Pathways Community HUB Model developers will refrain from participating in decisionmaking processes that determine a Community HUB's certification status

Guidance Council provides technical advice on developmental tools, products, and processes in support of the certification process. Guidance Council members do not participate in decisionmaking processes that determine a Community HUB's certification status.