# Core Measure 5.3. Establishment of consumer advisory board or inclusion of consumers on a pre-existing governance board consistent with contractual requirements.

*Note: MMPs are required to submit information on each consumer advisory board/governance board during the annual reporting period. One template per meeting should be completed and submitted. Data elements B through E should include numbers of established members of the consumer advisory/governance board. All data elements should be reported within this template. Additional documentation outside of this template will not be accepted. Please do not embed other files within this document. You may copy-paste text into the element fields, however, only include numbers in the fields for data elements B through E. Please use the following file naming convention for each template:*

* *File name= (STATEABBREVIATION)\_(CONTRACTID)\_(REPORTING PERIOD)\_(MEETINGDATE).docx*
  + *Replace (STATEABBREVIATION) with the two-character state abbreviation, (CONTRACTID) with the contract ID, (REPORTINGPERIOD) with the year of the reporting period in YYYY format, (MEETINGDATE) with the year, month, and date of the meeting in YYYYMMDD format.*

*Please refer to the* [*Core Reporting Requirements*](https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPReportingRequirements.html) *for complete Core Measure 5.3 specifications. For any questions about how to use this template, please contact your NORC HelpDesk.*

## Data Element A.

Enter meeting date: YYYYMMDD

## Data Element B.

Enter the *total number* of consumer advisory board/governance board members invited to the meeting:

Click here to enter number.

## Data Element C.

Enter the *total number* of consumer advisory board/governance board members in attendance for the meeting either in-person or remotely:

Click here to enter number.

## Data Element D.

Enter the *total number* of all consumer advisory board/governance board members invited to the meeting who are actual beneficiaries or family caregivers:

Click here to enter number.

## Data Element E.

Enter the *total number* of all consumer advisory board/governance board members invited to the meeting who are actual beneficiaries or family caregivers in attendance for the meeting either in-person or remotely:

Click here to enter number.

## Data Element F.

Enter agenda items.

## Data Element G.

Enter meeting minutes