

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Specialty Behavioral Health Services
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Adult Home and Community Based Services
5. Working Title (What the agency calls the position) Federal Compliance Data Analyst	11. Section Federal Compliance
6. Name and Position Code Description of Direct Supervisor DEROMEDI, LYNDIA T; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAWKS, BELINDA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Capitol Commons 400 South Pine, Lansing MI, 48933 / Monday - Friday, 8 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The position functions as a resource in developing and executing processes for collecting, analyzing and reporting federal compliance and quality improvement data along with information from special monitoring and investigations, and demographic data. This position will prepare reports for both internal and external use by the public behavioral health system. The position will work directly with the federal compliance team to support the analysis of data from the Waiver Support Application (WSA), Home and Community Based assessment monitoring database, and Customer Relationship Management (CRM) database, as well as other federal compliance data sets as needed or determined.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Resource in supporting processes for collecting, analyzing and reporting federal compliance and quality improvement data, along with information from special monitoring and investigations, and demographic data.

Individual tasks related to the duty:

- Develops processes for integrating data from the multiple sources in order to provide usable information to the Federal Compliance Team and Bureau leadership.
- Maintains a database of information and prepares reports for the federal compliance team and others as needed related to federal requirements and quality improvement activities as a result of site review activities, critical incident reporting, Home and Community Based assessment data, and other related data systems.

Duty 2

General Summary:

Percentage: 25

Prepare reports for both internal and external use by the public behavioral health system for the purpose of technical assistance and trainings.

Individual tasks related to the duty:

- Conducts analysis on aggregate data from Federal Compliance waiver requirements, 1915 iSPA, the site review reports, the Home and Community Based assessment data, Critical Incident Report data and other data sets as needed or required.
- Prepares and disseminates reports to internal and external stakeholders as needed or required to inform technical assistance activities or trainings from the Federal Compliance team.

Duty 3

General Summary:

Percentage: 25

Supports the Federal Compliance Site review team efforts in designing survey protocols, tool(s), trainings and resource materials and methods to obtain specific data to determine CMHSP/PIHP and provider network compliance with both state and federal requirements.

Individual tasks related to the duty:

- Works with the Federal Compliance team to design survey protocols, tool(s), and methods to obtain specific data.
- Makes adjustments in the survey protocols, tools and methods in order to meet specific needs of the department.
- Participates in special assignments/projects that relate to contract compliance activities.
- Assists in the development of training materials and trainings for the Customer Management Services application.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Supports the development of processes for integrating data from multiple sources by working with the Federal Compliance team.

17. Describe the types of decisions that require the supervisor's review.

Information requests from, or reports to, entities outside of the Division of Adult Home and Community Based Services in database(s) structure(s) such as addition or deletion of data fields. Changes in format or content of any report.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Extensive use of a computer and telephone.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management prepared.

23. What are the essential functions of this position?

The position functions as a resource in developing and executing processes for collecting, analyzing and reporting federal compliance and quality improvement data along with information from special monitoring and investigations, and demographic data. This position will prepare reports for both internal and external use by the public behavioral health system. The position will work directly with the federal compliance team to support the analysis of data from the Home and Community Based assessment monitoring database, Waiver Support Application, the Federal waiver requirements, 1915 iSPA, CRM database as well as other federal compliance data sets as needed. This position will support the Federal Compliance team by assisting in the development of training materials and trainings.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated information related to reorganization and added new databases overseen by Federal Compliance and updated HCBS monitoring tool from survey to assessment monitoring database. Removed SIS assessment reference as it is no longer being used. Also, updated the KSA section to include DEI statement.

25. What is the function of the work area and how does this position fit into that function?

The Division of Adult Home and Community Based Services is responsible for assuring PIHPs' and CMHSPs' compliance with federal and state regulations and rules, departmental policy and contractual agreements as they operate various Medicaid programs serving people with developmental disabilities, serious mental illness, and substance use disorders. This assurance is operationalized through data collection and analyses, on-site review, and technical assistance and consultation. The Division also coordinates and provides technical expertise in the development of the state's applications to the federal government for new or renewed Medicaid programs that serve these populations. The Division manages the critical incident reporting system and the safety net for vulnerable people served. Finally, the Division is responsible for assuring that new and revised Medicaid policy is published by the Medical Services Administration.

This position functions as a resource to support data analysis activities related to all Federal Compliance initiatives.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skilled in Access, Excel, Word and statistical software. Skilled in bi-query and in data warehouse navigation and extraction. Knowledge of the principles and methods of research, statistics and operational analysis. Ability to organize, evaluate and present a large volume of information from multiple sources effectively. Ability to design forms, reports and surveys. Additionally, as listed on the CSC Job Specification

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

none

I certify that the entries on these pages are accurate and complete.

Appointing Authority

3/12/2024

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date