

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of CSA Administration
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Adoption Assistance Funding Analyst	<b>11. Section</b> Adoption and Guardianship Assistance Office
<b>6. Name and Position Code Description of Direct Supervisor</b> WEBSTER, MEGAN E; DEPARTMENTAL MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> RICE, KATHONYA T; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 235 S GRAND AVE; LANSING, MI 48933 / M-F
<b>14. General Summary of Function/Purpose of Position</b> This position functions as an analyst within the Department of Health and Human Services (DHHS) Adoption and Guardianship Assistance Office as a program expert for payment and funding processes, ensuring policy objectives related to determination of funding sources and payment processing are met. This position provides statewide and out of state support to adoption agencies and families of children adopted from Michigan's child welfare system. This position will analyze payment processing for legally mandated adoption assistance payments, medical subsidies, and special legislatively mandated payments. This position requires knowledge of MiSACWIS, Bridges and Michigan Automated Information Network to ensure proper payments and to correct improper payments. This position is responsible for analyzing ongoing eligibility for state, TANF and title IV-E funded cases. This position provides support to local DHHS office and private agency staff in closing and transferring cases for adoption assistance. This position is responsible for analyzing and resolving issues with Medicaid within the state and works with other states via ICAMA to ensure adopted children have medical coverage. This analyst is critical to ensuring payments and medical coverage for adopted children are paid timely and accurately. The office serves a population of approximately 26,000 children and their families.	

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**

Analyze continued eligibility for the adoption and guardianship assistance programs and make referral to the Office of Inspector General of suspected fraud.

**Individual tasks related to the duty:**

- During the course of investigation determine if the case remains eligible for payment in accordance with federal and state law, policy, and the contractual agreement between the Department and the adoptive parent when the child resides out of the home.
- When fraud is suspected, refer cases to the Office of the Inspector General and Attorney General to mitigate fraud and overpayments.
- Interview payees, caregivers, children and professionals involved with the family such as court staff, foster care workers, or probation officers to gather evidence such as court orders, child's placement history or verification of school enrollment to determine whether a family has violated the contractual obligations of their adoption assistance, guardianship assistance or medical subsidy agreement or if a service provider has submitted fraudulent billing.
- Review and determine appropriateness of action taken by lower level staff in accordance with adoption and guardianship assistance policy and law.
- Represent MDHHS and testify as the Department expert at criminal hearings related to fraud of the programs administered by the Adoption and Guardianship Assistance Office and at administrative hearings.
- Write investigative reports, hearing summaries and exceptions to recommended hearing decisions to be approved and reviewed by direct supervisor and legal services.
- Issue and track recoupment data, provide recoupment information to the recoupment office and accounting division so that repayments are applied correctly.

**Duty 2**

**General Summary:**

**Percentage: 15**

Manage payment processing, funding determinations and reconciliation for adoption assistance cases to ensure compliance with state and federal laws.

**Individual tasks related to the duty:**

- Review all open adoption assistance cases for continued eligibility according to the adoption assistance contract, state and federal law.
- Complete annual funding determinations for State and TANF funding cases.
- Reconcile incorrect payments.
- Analyze payment processing problems and coordinate with MiSACWIS, Provider Management and DTMB to resolve provider payment issues.
- Assist adoptive parents and providers with getting registered as an adoptive provider with Bridges Provider Management and the Michigan Automated Information Network.
- Open and close Medicaid within the state and in other states via the Interstate Compact on Adoption Medical Assistance Process as agreed in the adoption assistance contract.
- Review extension application, evaluate medical and education documentation to determine eligibility for the program and length of the time the extension may be authorized beyond the eligible youth's 18th birthday.

- Process payments via payment voucher when the payment cannot be made in MiSACWIS.
- Train and provide guidance to new staff.

**Duty 3**

**General Summary:**

**Percentage: 15**

Approvals and payment processing for the adoption assistance and medical subsidy program.

**Individual tasks related to the duty:**

- Analyze request for medical subsidy to determine if request services are covered by the medical subsidy policy.
- Ensure all documentation is provided for medical services and issue prior approvals and denials of medical subsidy requests.
- Analyze medical bills, department policy, explanation of benefits, and Medicaid payment policy to determine eligible payment amount.
- Process claims for payments via MiSACWIS manual payment process.
- Review and process exception request of medical services not specifically covered by policy to determine eligibility for payment under the medical subsidy program.
- Process claims for payment in MiSACWIS.

**Duty 4**

**General Summary:**

**Percentage: 15**

Analyzes ongoing program operation and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness for assistance to adoption agencies and adoptive families.

**Individual tasks related to the duty:**

- Collaborate with MiSACWIS on the continued development and improvement of the adoption assistance payment functionality.
- Participate in program work groups and make recommendation for policy and procedural updates.
- Create, update and modify forms for the adoption assistance and medical subsidy programs.
- Collect program data to evaluate area of need within the adoption assistance and medical subsidy programs for adoptive families.
- Develops and conducts trainings for adoption workers and adoptive families regarding services available within the adoption assistance and medical subsidy programs.

**Duty 5**

**General Summary:**

**Percentage: 5**

A range of other professional assignments as necessary to support the objective of the Adoption and Guardianship Assistance Office, as assigned.

**Individual tasks related to the duty:**

Other duties as assigned.

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

Make decisions on a daily basis which effect adoptive families, service providers, federal and state funds; development of internal business practices to support payments and title IV-E and TANF policy adherence.

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

Payment processing approval, suspensions of payments, extension agreement approvals, medial subsidy prior authorizations, hearings summaries and reconciliations.

**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.**

Normal office environment

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

yes

**23. What are the essential functions of this position?**

This position functions as an analyst within the Department of Health and Human Services (DHHS) Adoption and Guardianship Assistance Office as a program expert for payment and funding processes, ensuring policy objectives related to determination of funding sources and payment processing are met. This position provides support to adoption agencies and adoptive families statewide and in all other states in the administration of adoption assistance benefits for children adopted from Michigan's child welfare system. This position will analyze payment processing for various payments covered under the adoption assistance and medical subsidy programs, service provider payments, special legislatively mandated payments, and provider reconciliations. This position requires knowledge of MiSACWIS, Bridges and Michigan Automated Information Network to ensure proper payments and to correct improper payments. This position is responsible for analyzing ongoing eligibility for state, TANF and title IV-E funded cases. This analyst is critical to ensuring payments to providers are paid timely and accurately.

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

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

The office is responsible for all payment processing, reconciliations for all adoption assistance providers and funding source determinations and verifications. This position focuses on ensuring ongoing appropriate payments are approved & processed, ensures use of correct funding sources & adherence to policy.

**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:**

As per the Civil Service 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.

NA

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

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
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