

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPSPL2K57N

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 SPECIALIST-2	10. Division Adult Home and Community-Based Services
5. Working Title (What the agency calls the position) Home and Community Based Rule Specialist	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 400 South Pine, Lansing MI, 48933 / M-F 8-5

14. General Summary of Function/Purpose of Position

This position functions as the statewide specialist for the compliance and monitoring activities related to the Behavioral Health Home and Community Based Services Rule (HCBS). This position serves as the primary contact for the Centers for Medicare and Medicaid Services (CMS) on all matters related to Behavioral Health HCBS rule compliance, monitoring and reporting. This position is necessary to assure compliance with the federal requirements of this rule for individuals on the Habilitation Supports Waiver and 1915 iSPA who are receiving behavioral health services. This position functions as the recognized authority in the development of guidelines, procedures, policy and monitoring requirements as it relates to HCBS rule compliance. This position is responsible for the development and submission of compliance related evidence and reports regarding the HCBS rule. This position is responsible for planning and training development for behavioral health staff and provider network as it relates to the HCBS rule. This position also provides recommendations and oversight for the development and implementation of quality improvement and quality assurance standards as it relates to the HCBS rule.

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: 55

Statewide specialist for the monitoring and compliance activities related to the Home and Community Based Services (HCBS) rule.

Individual tasks related to the duty:

- Guides development, monitoring and reviews of HCBS compliance documentation requirements for the Bureau of Specialty Behavioral Health Services.
- Primary contact with CMS for statewide HCBS related compliance activities and reports.
- Specialist in development of guidelines, procedures and evaluation mechanisms to implement policy and management directives and federal regulations for the HCBS rule.
- Responsible for the development and submission of compliance related evidence and reports regarding the HCBS rule.
- Oversee the statewide HCBS compliance assessment activities.
- Leader in managing the Habilitation Supports Waiver (HSW) and 1915 iSPA HCBS monitoring and compliance timelines.
- Develops policy and oversees the process of Medicaid promulgation of rules pertaining to HCBS requirements.
- Reviews HCBS compliance and monitoring data and provides recommendations for the development and implementation of quality improvement and quality assurance standards as it relates to the HCBS rule.
- Oversee the development, implementation and reviews of performance and compliance documentation requirements of the HCBS rule.
- Collaborates with other Federal Compliance Team members who oversee the HSW, 1915 iSPA, Federal Compliance Quality Reviews and person-centered planning.

Duty 2

General Summary:

Percentage: 35

Oversee the HCBS monitoring strategies of the Behavioral Health Provider Network.

Individual tasks related to the duty:

- Finalize development and oversee annual and comprehensive assessment tracking system.
- Coordinates all communication with Behavioral Health provider network on HCBS data results, remediation activities, and compliance related information.
- Leads HCBS data validation reviews of provider and participant assessment results to ensure compliance with HCBS policy guidelines.

Duty 3

General Summary:

Percentage: 10

Responsible for planning and training development for Behavioral Health staff and provider network as it relates to the HCBS rule implementation.

Individual tasks related to the duty:

- Oversee the assessment of training and technical assistance needs of the Medicaid Behavioral Health provider network regarding policy, monitoring and compliance of the HCBS rule.
- Oversee the arrangement of trainings for the Medicaid Behavioral Health Provider Network.
- Coordinate with other division staff to provide training and technical assistance regarding HCBS rule related matters.
- Presents training material at scheduled trainings.
- Represents administration in workgroups as assigned.

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

- This position is responsible for planning and training development for Behavioral Health Provider staff as it relates to the HCBS rule implementation. This position is responsible for monitoring and compliance of the HCBS Rule for the Bureau of Specialty Behavioral Health Services.
- Operational procedures related to the monitoring and compliance of the HCBS Rule that do have significant contractual or financial impact.

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

Reports on interpretation of HCBS rule requirements, regulations, and policies and procedures. Provides recommendations for the development and implementation of compliance standards as it relates to the HCBS rule. compliance and monitoring related communications with Behavioral Health Provider Network. Consults with federal and state officials to assess existing policies and program direction for the implementation and compliance of the HCBS Rule.

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.

Statewide travel in all weather conditions to CMHP's/PIHP's and their provider networks. Overnight stays are sometimes required for as long a period of time as necessary to complete the assigned compliance and monitoring reviews. Extensive use of computer and telephone are required.

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?

Yes.

23. What are the essential functions of this position?

This position functions as the statewide specialist for the compliance and monitoring activities related to the Behavioral Health Home and Community Based Services Rule (HCBS). This position serves as the primary contact for the Centers for Medicare and Medicaid Services (CMS) on all matters related to Behavioral Health HCBS rule compliance, monitoring and reporting.

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

Updated position as the HCBS rule has moved from implementation to monitoring and compliance.

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, serious emotional disturbance, and substance use disorders. This assurance is operationalized through data collection and analyses, 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.

This position functions as the statewide specialist for the compliance and monitoring activities related to the Behavioral Health Home and Community Based Services Rule (HCBS). This position is necessary to assure compliance with the federal requirements of this rule for individuals on the Habilitation Supports Waiver and 1915 iSPA who are receiving behavioral health services.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work with, or learn, a number of computer software applications, including MS Word, PowerPoint, web-based applications and CHAMPS.

Research and analysis skills, particularly related to public policy and federal and state regulations.

Ability to communicate effectively, both orally and in writing.

Ability to follow oral and written directions.

Ability to review narrative and numerical information for accuracy.

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

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