State of Michigan
Civil Service Commission

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

Position Code
1. DEPSPL2V41N

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 AGING COMMUNITY LIVING AND SUPPORTS
4. Civil Service Position Code Description Departmental Specialist-2	**10. Division** INTEGRATED CARE DIVISION
5. Working Title (What the agency calls the position) WAIVER SPECIALIST	**11. Section** Waiver Monitoring & Federal Reporting
6. Name and Position Code Description of Direct Supervisor EVERHART, KAREN E; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor SEAGER, MATTHEW S; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** Lansing, MI / M-F, 8:00 AM – 5:00 PM

14. General Summary of Function/Purpose of Position

This position is the MI Coordinated Health (MICH) Home and Community Based Services (HCBS) Waiver specialist. This position is responsible for implementation, oversight, and is the expert advisor of the Waiver. This position coordinates policy, program and services issues for aged and disabled adults who are enrolled in the MICH HCBS waiver and are served by the Highly Integrated Dual Eligible Special Needs Plans (HIDE SNPs). As the waiver specialist, this position is responsible for the operational oversight and maintenance of the program's 1915(c) home and community-based services waiver authority and supports oversight and maintenance of the 1915(b) managed care waiver. This position is responsible for drafting waiver application renewals and amendments and the associated tribal, stakeholder, and public notices for these waivers, as well as supporting the drafting and promulgation of any related policies. This position consults with state, local and federal government as well as interested parties and other community partners, and serves as the primary contact for the Centers for Medicare and Medicaid Services (CMS) on all matters related to MICH HCBS rule compliance, monitoring and reporting. As the subject matter expert, the Waiver Specialist provides technical assistance and guidance to the HIDE SNPS regarding implementation of HCBS waiver requirements. Additionally, this position functions in the lead role of coordinating federal HCBS reporting requirements (372 Report).

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: 85**

Statewide specialist for the MI Coordinated Health Home and Community Based Services (HCBS) Waiver.

Individual tasks related to the duty:

• Maintains familiarity with federal law and regulations in order to develop and maintain the MICH 1915(c) home and community-based services waiver and support the MICH 1915 (b) managed care waiver.
•Serves as an expert in the area for MICH HCBS waiver and MICH HCBS services. This expertise includes detailed knowledge of the HCBS services available through MICH, including the purpose, scope, eligibility requirements, and service delivery requirements for each service.
• Drafts waiver application renewal and amendment applications to maintain current MICH managed care and HCBS program authority. This involves developing and revising complex program documents required for federal approval, analyzing federal and state requirements, evaluating proposed program changes, determining how changes affect waiver authorities, eligibility, services, reimbursement, quality requirements, and program operations and translating those requirements into the CMS approved waiver format.
• Formulates recommendations for the Waiver Monitoring and Federal Reporting Section, Integrated Care Division, and Medicaid leadership regarding the MICH HCBS waiver. This includes developing and recommending MICH HCBS service additions and modifications, standards and guidelines relates to services delivery and qualifications of staff, and training and skills needed to deliver HCBS, as well as contributing to strategic planning related to future changes to the MICH HCBS strategy to meet program goals.
• Apprise pertinent section, division, and bureau staff of emerging or important policy matters related to 1915(c) home and community-based services waiver and the HCBS Final Rule.
• Coordinate information from multiple program areas, review supporting data and documentation, identify inconsistencies or compliance issues, develop proposed waiver language and ensure that related sections and appendices of waiver applications are consistent with one another.
• Analyzes ongoing MICH HCBS program operations and recommend modifications of policies and procedures to meet the required 1915c assurances.
• Monitors 1915(c) slot utilization. This involves reviewing waiver enrollment and utilization data to ensure that authorized waiver capacity is being appropriately used and that the program remains within its CMS approved limits. This involves analyzing available slots, enrollments, exits, vacancies, and projected utilization; identifying trends or potential under or over utilization, coordinating with program staff to address discrepancies or emerging capacity issues and determining when a 1915c amendment is required to increase/decrease slot capacity.
• Responsible for development and implementation of the MICH HCBS provider monitoring program. This involves designing, maintaining, and overseeing the processes used to evaluate whether waiver providers comply with federal and state Medicaid requirements, approved waiver provisions, and service standards. This also includes establishing the monitoring framework, defining provider's performance expectations, developing monitoring tools and procedures, and determining how monitoring activities will be conducted, documented, tracked and reported.
• Compiles and submits Federal 372 Report, an annual financial and performance report submitted to CMS, necessary under the 1915(c) waiver. This includes completing the financial reporting component, collecting required quality and performance information from program staff, reviewing the information for completeness and consistency, and ensuring that all required components are incorporated into the final report.
• Integrated Care Division specialist for waiver authority and waiver applications. Provides oversight of the quality assurance process for the 1915(c) waiver. In addition to overseeing the overall QA process, the waiver specialist conducts selected quality assurance reviews directly.
• Collaborates with contracted 1915c auditors to develop compliance audit, ensure audits are implemented to meet all required federal reporting deadlines and monitor and review of corrective action plans.
• Primary contact for the Centers for Medicare and Medicaid Services (CMS) on all matters related to MICH HCBS rule compliance, monitoring and reporting. This includes responding to CMS questions, incorporating CMS feedback, coordinating revisions through the state approval process, and monitoring changes through the final waiver application submission and approval.
• Collaborates with Managed Care Plan Division, Long Term Care Division, Actuarial Division and Behavioral Health Administration staff in developing waivers and waiver policy and standards for the Integrated Care Division.
• Leads waiver development projects.
• Provides education related to the waivers to internal and external sources as needed.
• Supports routine tasks of the Waiver Monitoring and Federal Reporting Section including providing technical assistance to HIDE SNPS, reviewing MICH waiver enrollments, oversight of provider monitoring program, and conducting and supporting trainings.
• Identifies resources and contacts pertinent to the assigned issues.
• Conducts literature reviews related to HCBS
• Conducts necessary data analysis related to HCBS
• Supports the Promulgation of policies.
• Reviews and analyzes policies prepared by other areas of the administration to determine impacts for the MICH HCBS waiver.
• Actively participates in project and workgroup meetings as assigned, including those associated with waiver policy maintenance and operations.

Duty 2

General Summary: **Percentage: 10**

Organize and conduct outreach and education opportunities related to home and community-based services waivers as needed and appropriate.

Individual tasks related to the duty:

• Develops and presents PowerPoint presentations for the Waiver Monitoring and Federal Reporting Section.
• Provides ongoing education related to the 1915(c) home and community-based services waiver
• Identifies and works with stakeholders on program issues and opportunities as needed and appropriate.
• Develops relationship with Tribal governments and Tribal health directors, providing education about MICH HCBS and gathering input and feedback for consideration in program/waiver design.
• Following necessary research, writes and works with appropriate internal staff to issue provider L-Letters, biller-be-aware messages, and other provider bulletins to keep stakeholders apprised of issues and expectations related to the MICH HCBS waiver.
• Collaborates with other areas of the department, including and not limited to Provider Support and Beneficiary Support, on presentations and outreach that impacts the 1915(c) home and community-based services waiver.

Duty 3

General Summary: **Percentage:** **5**

Other duties of priority as assigned.

Individual tasks related to the duty:

Other duties of priority 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 independently conducts the research and analysis of pertinent resource information and data and develops recommendations for change and/or improvements, as well as the maintenance and amendments of the 1915(b) and 1915(c) waivers. This position also decides among the resources and tools available, the appropriate type of outreach and education necessary to communicate issues and opportunities both internally and externally. These decisions impact internal staff and external stakeholders.

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

Anything that may have political sensitivities would require the supervisor's review and guidance.

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.

Majority of work is performed in home or an office setting, although some travel may be 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

The MICH HCBS Waiver Specialist serves as the program's subject matter expert responsible for the implementation,

oversight, and maintenance of Michigan's 1915(c) HCBS waiver and support of the 1915(b) managed care waiver. The position ensures compliance with federal and state requirements by developing, updating, and submitting waiver applications, renewals, and amendments; coordinating policy and operational changes; and translating complex regulatory requirements into CMS approved waiver documentation.
The specialist evaluates program operations, monitors waiver capacity and utilization, oversees provider monitoring and quality assurance activities, and leads development of required federal reporting, including the annual 372 Report. This position is the primary liaison with CMS on all HCBS waiver matters, responding to inquiries, incorporating federal guidance, and ensuring timely submission of compliant waiver materials.
The position provides technical assistance to HIDE SNPs and internal program areas; analyzes policy proposals for waiver impacts; conducts research and data analysis to support program decisions; and participates in cross division workgroups related to HCBS operations, policy development, and monitoring. The specialist ensures waiver alignment across all program components and supports promulgation, training, and communication related to HCBS requirements.

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

new establishment

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

The Waiver Monitoring and Federal Reporting Section within the Integrated Care Division is responsible for ensuring that Michigan's integrated DSNP programs meet federal requirements, maintain waiver authorities, and deliver high quality services to Medicaid beneficiaries. This work area oversees waiver operations, federal reporting, quality assurance, provider monitoring, policy coordination, and compliance with CMS requirements for both the 1915(c) HCBS waiver and the 1915(b) managed care waiver supporting the MICH program.
This position serves as the MICH HCBS Waiver Specialist and is the division's primary expert responsible for the development, implementation, and maintenance of the MICH 1915(c) HCBS waiver. The role ensures the state's ongoing compliance with federal regulations, drafts and manages waiver applications and amendments, coordinates HCBS policy and program operations, and leads federal reporting and monitoring activities. The position provides technical guidance to HIDE SNPs and internal staff, functions as the state's main liaison with CMS on HCBS waiver matters and plays a central role in shaping HCBS program standards, quality expectations, and operational processes. Through these responsibilities, the specialist supports the Integrated Care Division's mission of maintaining effective, compliant, and person centered home and community based services for Michigan residents.

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.

Preferred: Experience researching, developing, writing, and promulgating Medicaid waiver applications and policies. Experience leading workgroups and meetings. Experience developing and delivering training and educational opportunities to internal and external stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess the ability to research and analyze policies, documents, concepts and program viability in relation to program waiver authorities. Possess knowledge relative to the delivery of health care and of federal and state initiatives related to integrated care. Have knowledge and experience of Medicare and Medicaid managed care programs, including integrated programs. Have knowledge and experience of Federal Rules related to Home and Community Based Servies (HCBS) waivers and managed care waivers. Ability to work independently as well as part of a team. Strong written and verbal communication skills. Ability to make sound decisions regarding the prioritization of tasks. Ability to see tasks through to completion in a timely fashion. Ability to successfully work in a fast-paced environment. Ability to quickly adapt to changes that impact work assignments.
Additionally, as listed on 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.

WHITNEY HENGESBACH 10/12/2026

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**