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|  |  | |  |  | | --- | --- | | |  | | --- | | 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)** | |  | Children’s Coordinated Health Policy and Supports | | **4. Civil Service Position Code Description** | **10. Division** | | DEPARTMENTAL ANALYST-A | Access Standards, Service Array, and Policy | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Waiver Data Analyst | Home and Community-Based Services Policy and Implementation | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Alyssa Stuparek; STATE ADMINISTRATIVE MANAGER-1 |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | KURDUNOWICZ, PHILLIP; STATE DIVISION ADMINISTRATOR | 333 S. Grand Avenue, Lansing, MI 48933 / Monday - Friday; 8am to 5pm | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position functions as the recognize resource data analyst for the Waiver for Children with Serious Emotional Disturbance (SED) with the Bureau of Children’s Coordinated Health Policy and Supports at MDHHS. The SED waiver is currently only serving children within identified participating Community Mental Health Service Programs (CMHSP). This position is responsible for implementing the statewide expansion project for the SED waiver. The analyst will be responsible for collection, analyses, and maintaining program data necessary to meet the federal requirements for the Medicaid Home and Community Based SED Waiver Program. Position prepares reports regarding the cost and utilization of waiver services in preparation for annual federal report and provides technical assistance to Behavioral Health Providers. Position also assists with planning and training development for Behavioral Health staff as it relates to the Home and Community Based SED Waiver Program. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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** | | Position functions as the recognize resource data analyst for the Waiver for Children with Serious Emotional Disturbance with the Federal Compliance Program at MDHHS and is responsible for collection, analyses, and maintaining program data necessary to meet the federal requirements for the Medicaid Home and Community Based SED Waiver Program. | | | | **Individual tasks related to the duty:** |  |  | | * Collects, analyses, and maintains program data necessary to meet requirements for the Medicaid Home and Community based SED Waiver. * Develops guidelines, procedures and evaluation mechanisms to implement policy and management directives and federal regulations for the Home and Community Based SED Waiver. * Provides recommendations for the development and implementation of quality improvement and quality assurance standards as it relates to the Home and Community Based SED Waiver Program. * Supports development, implementation and reviews of clinical and programmatic documentation requirements. * Evaluates policy and reviews the process of Medicaid promulgation of rules pertaining to the Home and Community Based SED Waiver. * Contributes to the development of a continuous feedback process of department-wide policies, procedures and contracts to identify those that are obsolete; need revisions; or need to be created. * Analyzes budgetary information with MDHHS budget staff to ensure adequate funding is available for services provided through the Home and Community Based SED Waiver. * Analyzes data for the annual federal waiver cost reports. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **35** | | Prepare reports regarding the cost and utilization of waiver services in preparation for annual federal report and provides technical assistance to Behavioral Health Providers specific to the SED waiver. | | | | **Individual tasks related to the duty:** |  |  | | * Coordinates internally with the Bureau of Children’s Coordinated Health Policy and Supports regarding recommended quality improvement, quality assurance mechanisms for the Home and Community Based SED Waiver. * Participates in the clinical reviews of eligibility for new waiver consumers. * Regularly interfaces with the Web based Waiver Support Application (WSA) to monitor clinical access and activities for the Home and Community Based SED Waiver and reports all IT related issues. * Coordinates analysis of data from the WSA for waiver. * Support reviews of eligibility for waiver consumers and review of appropriateness of plans of service as part of the site review audit process. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Assist with planning and training development for Behavioral Health staff as it relates to the Home and Community Based SED waiver. | | | | **Individual tasks related to the duty:** |  |  | | * Analyzes and participates in the assessment of training and technical assistance needs of the Behavioral Health Providers regarding cost and utilization of services in the Medicaid Home and Community Based SED Waiver. * Participates in the technical assistance trainings for the Michigan Behavioral Health providers. * Presents training material at scheduled trainings. * Supports administration in meetings. * Represents administration in workgroups as assigned. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | This position analyzes data for submission of the annual federal waiver cost reports (372). This position assists in the training development for Behavioral Health staff as it relates to the Home and Community Based SED Waiver Program. This position is responsible for analyzing the data for monitoring the budgetary parameters of the Home and Community Based SED Waiver Program.  Operational procedures related to the implementation of the Home and Community Based SED Waiver Program that do have significant contractual or financial impact.  Develop and implement work plans for respective duties.  Coordinate and schedule meetings with internal staff for implementation of services, discuss system recommendations and service priorities.  Communication with internal and external stakeholders.  Development of internal communication documents. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Reports on interpretation of program regulations and new policies and procedures. Provides recommendations for the development and implementation of quality improvement and quality assurance standards as it relates to the Home and Community Based SED Waiver Program.  Collection, analyses, and maintains program data necessary to meet requirements for the Medicaid Home and Community based SED Waiver.  New or updated behavioral health guidance documents before dissemination.  Any recommendations for policies, service changes, and coding/provider qualifications.  Decisions relative to data sharing.  Decisions regarding recommendations for policy change.  Initiation of new projects, finalization of policy changes and communications materials, convening of new stakeholder groups. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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 review. Extensive use of computer and telephone are required. | | | | | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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 recognize resource data analyst for the Waiver for Children with Serious Emotional Disturbance with the Bureau of Children’s Coordinated Health Policy and Supports at MDHHS. The SED waiver is currently only serving children within identified participating CMHSPs. This position is responsible for implementing the statewide expansion project for the SED waiver. The analyst will be responsible for collection, analyses, and maintaining program data necessary to meet the federal requirements for the Medicaid Home and Community Based SED Waiver Program. Position prepares reports regarding the cost and utilization of waiver services in preparation for annual federal report and provides technical assistance to Behavioral Health Providers. Position also assists with planning and training development for Behavioral Health staff as it relates to the Home and Community Based SED Waiver Program. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | | Position has not substantively changed | Position has not substantively changed | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The Home and Community-Based Services Policy and Implementation Section is responsible for developing, implementing, and monitoring the provision of home and community-based services for children and youth with behavioral health needs. This section will also assist the Bureau of Children’s Coordinated Health Policy and Supports with implementing the expanded service array within the context of the broader MI Kids Now Initiative.  This position functions as the recognized resource and liaison for the operations and activities pertaining to the Home and Community Based Waiver Programs. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 social work, psychology, counseling and guidance, child development, family and child ecology, sociology, family and community services, family studies, or comparable program | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Departmental Analyst 12** Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **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. * 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.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | none | |  | |  |  |  | | | |  |
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