

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTA

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) Specialty Behavioral Health Services
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Intensive Specialty Services Division
5. Working Title (What the agency calls the position) Adult Intensive Residential Habilitation (IRH) Analyst	11. Section Intensive Residential Habilitation (IRH) Section
6. Name and Position Code Description of Direct Supervisor PAULDING, DARLITA; STATE ADMINISTRATIVE MAN-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor KRUGER, ALEXANDRA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine Street Lansing, MI / M-F 8-5

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource for the Adult Intensive Residential Habilitation (IRH) program, responsible for the development of policies, analysis, and maintenance of documentation necessary for the development and oversight of adult focused IRH services. The intensive residential habilitation services are for adults (age 18 and older) with intellectual developmental disabilities (IDD) who exhibit severe behavioral challenges that cannot be safely managed in typical community-based settings. This position analyzes data to determine knowledge and performance gaps and develops and coordinates communications to address needs identified with a data driven approach. The analyst prepares required reports of the Adult IRH services in preparation for annual and quarterly reporting and provides technical guidance to IRH providers. This position identifies and proposes system and operational changes in the areas of community support, health care services, and implementation to enhance services and resources for the public mental health system in the state of Michigan.

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: 45

As the recognized resource for the Adult IRH program, responsible for the development, implementation, and ongoing support for adults with intellectual developmental disabilities in IRH.

Individual tasks related to the duty:

- Make policy and procedural recommendations for the adult population based on best practice research for this newly established level of care.
- Establishes, administers and evaluates programs, recommends program policies and procedures, and designs forms
- Research, analyze and inform policy and operationalize this benefit.
- Analyze, review and communicate referrals for adults with intellectual developmental disability diagnoses referred to IRH.
- Evaluate, monitor, process, and respond to correspondence from adult IRH providers.
- Develop, plan and facilitate meetings and communication between key areas and agencies to ensure reporting is completed per contract requirements.
- Establish and implement work plans, especially within priority areas of the Intensive Residential Habilitation section, and to coordinate and collaborate on trending issues or areas.
- Generate reports on IRH system improvement activities for the department.
- Develop required or requested reports for key stakeholders, budget, and the bureau.

Duty 2

General Summary:

Percentage: 35

The point of contact for adult IRH providers and other key stakeholders.

Individual tasks related to the duty:

- Responds to inquiries from professionals seeking information about adult focused IRH services, programs, and resources.
- Develop and coordinate with team on high frequency topic inquiries and recommendations.
- Analyze data inquiries, a minimum of twice a year for the data collected from inquiries, to inform potential gaps or recommend policy changes, communications, webinars, and website resources.
- Develop and provide resource materials for state and local agencies to best respond to the inquiries from providers.
- Suggest tools and resources for public facing websites/lists for services, resources, and training for IRH.
- Develop relationships with community mental health agencies, providers, and professionals throughout Michigan.
- Support creation of professional training materials including PowerPoints, fact sheets, and guides that provide accurate information.

Duty 3

General Summary:

Percentage: 10

The liaison for adult IRH providers, the general public, and beneficiaries and their families for service information.

Individual tasks related to the duty:

- Respond to inquiries from families and professionals seeking IRH services, programs, resources, and information.
- Provides guidance to families and professionals with acquiring resources when content is outside of MDHHS.
- Develop a tracking database to document program related provider inquiries.
- Address customer service-related issues as needed.

Duty 4

General Summary:

Percentage: 5

Work with and collaborate with other team members with MDHHS/Statewide system enhancements in the areas of community support, behavioral health care services to enhance service support and provide immediate guidance for beneficiaries, families and professionals.

Individual tasks related to the duty:

- Develop educational materials and guidance documents on key IRH information.
- Provide recommendations of the training needed and provide support with development and implementation of trainings.

Duty 5

General Summary:

Percentage: 5

Performs other job duties as assigned.

Individual tasks related to the duty:

- Compile reports related to collected clinical data and be responsible for distribution.
- Develop relationships with community mental health agencies, behavioral health associations, PIHP leads, providers, and professionals throughout Michigan.
- Attend all meetings assigned.
- Complete assignments in relation to the position as requested.

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

Coordination and scheduling of meetings with internal staff for implementation of services, discuss system recommendations and service priorities.
Development of internal communication documents.
Development of content for IRH guidance documents.
Communication with internal and external stakeholders.

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

Policy or coding recommendations and new behavioral health guidance documents.
Any recommendations for policies, service changes, and coding/provider qualifications.

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.

3+ hours daily sitting in meetings
4+ hours daily in front of a computer screen
Travel may be required and may include overnight stays.

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):

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

- Develop, analyze, and maintain the data necessary to meet the requirements for adults in IRH.
- Monitor, process, and respond to data entered by adult IRH providers.
- Review and communicate adult focused referrals to IRH.
- Respond to inquiries from families and professionals seeking adult focused IRH services, programs, resources and information.
- Provides guidance to families and professionals with acquiring resources when content is outside of MDHHS.
- Develop and coordinate trainings and TA to increase the knowledge of behavioral health services, programs and resources.
- Work with and collaborate with other team members with MDHHS/statewide system enhancements in the areas of community support, behavioral health care services, to enhance service support and immediate guidance for families and professionals.
- Attend meetings regularly.

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 Division of Intensive Specialty Services is responsible for specialty behavioral health services and oversight of Medicaid programs serving adults (age 18 and older) with intellectual developmental disabilities (IDD) who exhibit severe behavioral challenges that cannot be safely managed in typical community-based settings. The advanced level analyst prepares, develops, and analyzes on-going IRH program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness. The advanced level analyst will be directly responsible for the monitoring, tracking, and evaluating these specialty behavioral health services through data collection and analyses, on-site review, and technical assistance and consultation. The advanced level analyst also coordinates and provides technical expertise in the development of the behavioral health continuum. The adult IRH Analyst will work closely with the IRH State Administrative Manager and youth IRH Analyst.

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.

Possession of a master's degree in a human services related field is preferred.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge in the field of behavioral health and developmental disabilities services and resources.

Knowledge of methods of planning, developing and advancing implementation of waiver programs.

Knowledge of operational and technical problems involved in the administration of delivery of services to individuals with Medicaid.

Experience with responding to health care and support services inquiries with individuals, families, and professionals.

Knowledge of research and analysis skills related to health care services, evidenced based practices, and state and federal policy.

Knowledge of the need, preparation, and use of reports.

Ability to develop and deliver quality training for multi-discipline audiences, as well as audiences with varying degrees of knowledge on the topic.

Ability to plan, coordinate, and expedite work projects.

Ability to write procedural manuals and develop behavioral health resource materials.

Ability to facilitate meetings with multiple agencies and diverse participants/stakeholders.

Ability to communicate with others verbally and in writing.

Ability to use Microsoft Office, Power Point, and Excel at an intermediate or higher level.

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.

WHITNEY HENGESBACH

7/16/2026

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