

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) Medicaid Policy & Health Systems Innovation
4. Civil Service Position Code Description Financial Analyst-E	10. Division Actuarial Division
5. Working Title (What the agency calls the position) Financial Analyst E- CCBHC Data Analyst	11. Section Behavioral Health Rates andf Data Analytics
6. Name and Position Code Description of Direct Supervisor WILLIAMS, CRYSTAL A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHITE, KEITH E; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work / 8-5

14. General Summary of Function/Purpose of Position

The financial analyst for Certified Community Behavioral Health Centers (CCBHCs), Health, and Opioid Homes will analyze financial data from CCBHC cost reports to ensure accuracy and compliance with requirements. This role involves preparing detailed reports on economic performance, cost trends, and budget concerns. This role is crucial for managing and interpreting financial and encounter data related to Certified Community Behavioral Health Centers (CCBHCs), Health and Opioid Homes. The position analyzes and interprets financial data from CCBHC cost reports and encounter daily visits, ensuring accuracy and compliance with CCBHC requirements. This position is responsible for utilizing multiple data sources to prepare and present detailed reports on financial performance, cost trends, budget concerns, and cost reporting. The financial analyst will, in coordination with actuarial contractors, review, analyze and track CCBHC prospective payment system (PPS) rates. Additional responsibility for research and understand the workings and reporting of Michigan's behavioral health managed care entities, Pre-Paid Inpatient Health Plans (PIHPs), and Community Mental Health Services Programs (CMHSPs), including how CCBHC costs are reported in the financial status reports (FSRs). Individual will utilize data, including reported information, Medicaid encounter data, CCBHC non-Medicaid daily visits, and Behavioral Health Treatment Episode Data Set (BHTEDs).

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

Monitor financial reporting by the certified community behavioral health clinics, including cost reports, financial status reports (FSR), general funds review, uncompensated care tracking, and prospective payment system (PPS) rates, working with internal and external entities to follow up on any cost report issues, as well as wage survey follow up.

Individual tasks related to the duty:

- Compare information and troubleshoot variances between cost report information and financials reported in the EQI and the FSRs
- Review and verify information in the FSRs for CCBHCs
- Provide technical assistance and guidance to the CCBHCs in the preparation and submission of cost reports for the CCBHC sites. Ensure compliance with cost reporting requirements. Help resolve issues related to cost report submissions.
- Support CCBHCs in understanding and complying with cost reporting requirements, including helping sites understand the methodology behind the cost reports and how they will be used in establishing their PPS rate
- Address any technical cost report issues and provide solutions
- Act as a liaison between CCBHCs and actuarial contractors related to cost reporting guidance, wage surveys, and methodologies, tracking any issues and questions that may arise
- Follow up on issues and collaborate with actuarial contractors related to CCBHC wage surveys

Duty 2

General Summary:

Percentage: 25

Track, analyzes, and responds to rate inquiries related to CCBHC PPS-1, Opioid Health Home, Substance Abuse Health Home, and emerging BH rates (e.g. mobile crisis, crisis stabilization unit, and Children's Therapeutic Foster Care, as well as explores alternative payment options.

Individual tasks related to the duty:

- Answers questions related to PPS rate interactions with PIHP rates.
- Responds to general internal or external rate history or methodology questions, briefing management as needed to support the determination of response accuracy and appropriateness.
- Review and analyze PPS rate development, track changes and rebasing schedules. Communicate changes to relevant staff.
- Coordinate and communicate with internal and external partners related to PPS rate changes and development
- Reports to management on divisional considerations with possible alternative rate methodologies (PPS-2, PPS-3) for behavioral health management care programs, to support divisional management's assessment of proposals as well as Health Home rates.

Duty 3

General Summary:

Percentage: 15

Provide support related to audit and financial operations including tracking and estimating an accrual based on daily visits paid out after fiscal year end. Reconcile supplement costs and payments with PIHPs based on PPS-1 rates and CCBHC service utilization.

Individual tasks related to the duty:

- Estimate a year end accrual based on historic daily visits paid out after fiscal year end.
- Monitor daily visits reported in encounters versus rate certification materials
- Track new enrollments into CCBHC benefit via the waiver support application, and verify/communicate impacts to capitation payments to relevant staff

Duty 4

General Summary:

Percentage: 5

Provides support to MDHHS staff and external entities related to Health Information Technology, including the Waiver Support Application (WSA), CareConnect360, CHAMPs, file transfer, and data usage agreements. Assists contractors and internal staff with internal and external dashboard creation, and management.

Individual tasks related to the duty:

- Supports various MDHHS programs, including CCBHC and health homes by monitoring the CCBHC enrollment via the WSA
- Downloads and distributes information from the file transfer to behavioral health providers
- Provides financial encounter information support for internal and external dashboards, explaining the usage and limitations of data usage.

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

Review of financial reporting, technical assistance for the preparation of CCBHC cost reports, follows up on cost report issues. Tracking and compiling options for PPS rates. Working with audit and financial operations to track year end accrual, and data tracking of CCBHC benefit enrollments.

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

Approval of methodologies for cost report competition, PPS payment options, . Identification and communication of cost report issues prior to communication with outside entities. Issues or problems that have program-wide implications or impact areas other than the specific assigned area of responsibility.

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.

The majority of work is performed in an office setting and requires use of computer equipment at least 95% of the time. There will be some travel for on-site visits, meetings, and attending seminars as appropriate.

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?

New position

23. What are the essential functions of this position?

Review of financial reporting and follow up on cost report issues. Providing technical assistance for the preparation of CCBHC cost reports.. Tracking and compiling options for PPS rates, and presenting research to management. Working with audit and financial operations to track year end accrual, and data tracking of CCBHC benefit enrollments.

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

New position

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

The Behavioral Health Rates and Data Analytics section supports the management of its Medicaid behavioral health managed care program through rate analysis, encounter data quality, and various cost reporting. The CCBHC demonstration has become an integral part of the behavioral health Medicaid program and requires additional resources to address cost reporting needs, financial researching and communication, and coordination between internal and external stakeholders. The section and position is responsible for analyzing data submissions, like utilization and daily visits in the CCBHC program to ensure the proper development of clinic PPS rates, as well as other data validation from behavioral health managed care entities.

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 with at least 12 semester (18 term) credits in one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Analyst 9

No specific type or amount is required.

Financial Analyst 10

One year of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst 9, Accountant 9, or Auditor 9.

Financial Analyst P11

Two years of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst, including one year equivalent to a Financial Analyst 10, Accountant 10, or Auditor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Entry level data handling experience (e.g. Excel, Access) and/or data coding (e.g. SQL, Stata, R-Studio, SAS)
- Attention to detail
- Able to research and develop recommendations on issues
- Ability to interpret and analyze financial data, identify trends and/or data quality issues

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.

N/A

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

CANDACE EWING

Appointing Authority

2/26/2025

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