

State of Michigan
Civil Service Commission

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

Position Code

1. STASTADM

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 Medicaid Payments and Systems Support
4. Civil Service Position Code Description State Assistant Administrator	10. Division
5. Working Title (What the agency calls the position) APD Administrator	11. Section
6. Name and Position Code Description of Direct Supervisor COLE, BRANT E; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor KEISLING, BRIAN L; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Capitol Commons Center - 7th Floor, Lansing / Monday - Friday 8-5

14. General Summary of Function/Purpose of Position

This position serves as the administrator, team leader and advisor on regulatory and statutory matters related to Medicaid Advance Planning Documents (APDs) and corresponding federal reporting requirements. Medicaid APDs are federal funding requests for Medicaid IT systems and account for over \$600 Million dollars towards MDHHS' IT budget. This position works closely with and directs the work of the contract staff that are responsible for oversight, creation and compilation of the APDs and all other supporting documents and requirements for federal IT funding. This position also interacts directly with the Centers for Medicare and Medicaid Services (CMS) state officer that is responsible for approval of the APDs. The position meets regularly with the CMS state officer and coordinates responses to CMS for all official Requests for Additional Information (RAI) related to the APDs and other supporting documents and requirements. This includes submission of IT vendor RFPs, contracts and contract changes. This also includes leading efforts for CMS certification of Medicaid IT systems, as well as operational reporting and monthly status reporting for those systems. This position will also serve as the APD team liaison between the various business areas which require APD funding, as well as the MDHHS Financial Operations Administration staff responsible for overall department funding.

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: 40

Provide oversight and guidance for the entire process of administration, creation, submission and ongoing maintenance tasks for Medicaid Advance Planning Documents (APDs) and supporting federal requirements. Provide regulatory and policy analysis related to the APDs. Review laws, regulations and other guidance issued by the Centers for Medicare and Medicaid Services. Interact with state and federal stakeholders and provide guidance to APD team staff and leadership related to APD funding requests.

Individual tasks related to the duty:

- Independently reviews correspondence, laws, regulations and other relevant documents to identify proper procedures and concerns.
- Work directly with and act as the Health Services liaison with the CMS state officer as it relates to APDs and all supporting requirements.
- Provide advice to staff and management on APD issues and decisions.
- Develop written responses and offer recommendations regarding how best to address and resolve issues as they arise
- Oversee the work of the contract staff that assist in developing APDs and supporting documentation.
- Advise management on how to identify and respond to federal regulatory questions and concerns.
- Develop or assist in developing APD funding requests, working with appropriate business and technical staff.
- Coordinate business, finance and technical staff to address questions related to APD funding or associated CMS questions or concerns.
- Coordinate business and technical staff and work with CMS staff and contractors to oversee process of streamlined modular certification for Medicaid APD funded IT systems.
- Monitor and track milestones and funding for APD-funded IT projects.
- Develop and oversee process improvements for APD creation and administration.

Duty 2

General Summary:

Percentage: 25

Coordinate and facilitate processes related to Medicaid operational reporting and monthly project status reporting with CMS.

Individual tasks related to the duty:

- Provide leadership to the APD team for developing processes and procedures for managing monthly operational reporting outcomes and metrics and monthly Implementation APD project status reporting.
- Oversee collection of monthly status reports and ensure timely and accurate submission to CMS.
- Oversee collection of monthly operational reports and ensure timely and accurate submission to CMS.
- Coordinate necessary meetings with business areas to address issues with monthly project status reports and operational reporting outcomes and metrics.
- Develop written responses and meetings with the CMS state officer and other federal partners to address questions or concerns with status reports and operational reporting metrics.

Duty 3

General Summary:

Percentage: 25

Serve as the Health Services liaison with DTMB central procurement, DTMB agency services, SIA and MDHHS business areas for Medicaid APD funded IT Request for Proposals (RFP), contracts and contract change notices.

Individual tasks related to the duty:

- Ensure proper federal statutes and regulations are followed for CMS prior approval of all Medicaid IT RFPs, contracts and contract changes prior to implementation.
- Coordinate with business, technical and central procurement staff to collect necessary documentation for CMS review.
- Coordinate with Health Services federal liaison for acquiring internal approvals and submission of all documentation to CMS.
- Coordinate and respond to questions and official Requests for Additional Information (RAI) related to RFPs, contracts and contract changes.
- Monitor and track all contract expiration dates and coordinate with DTMB procurement to ensure appropriate timeliness of submission
- Conduct research on specific issues and/or assist staff with such research.
- Assist management and staff with the identification of resources needed to address specific issues.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned including serving as a policy and regulatory resource on various projects and workgroups and assisting management and staff with legal and regulatory issues.

Individual tasks related to the duty:

- Serve as team member on various workgroups and projects.
- Develop issue papers and various matters as they arise and are needed by staff and management.
- Provide consultation to management and staff on legal issues that are confronted in the normal course of developing and implementing program policy.
- Serve as liaison between Health Services and various stakeholders, including trade associations, advocates, consumers and the legislature, on matters related to Advance Planning Documents and requirements.

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

Resources appropriate to address issues
Information to be shared within the Bureau
Appropriate times to interact and seek guidance from CMS

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

Requests from media/press and requests from the legislature
Tasks to focus on when confronted with competing priorities
Dissemination of information on controversial matters

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.

Sitting at a desk for a majority of the work day, including use of a computer.

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?

All duties are essential.

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?

This position is located in the Bureau of Medicaid Payments and Systems Support. The bureau oversees a multi-billion dollar budget which ensures accuracy and timeliness in Managed Care enrollment and payments, fee-for service provider payments, Medicaid IT systems and funding, as well as HIT/HIE administration and information dissemination. This position is the focal point for Medicaid IT funding requests and all associated requirements from the Centers for Medicare and Medicaid Services (CMS).

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:

State Assistant Administrator 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:

Medicaid eligibility or related experience and basic knowledge of Medicaid, Medicare and Health Care Policy.

Others 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

2/18/2026

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