

State of Michigan
Civil Service Commission

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

Position Code

1. STDIVADMB45N

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-HEALTH & HUMAN SERVICES CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Specialty Behavioral Health Services
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Program Development, Consultation and Contracts
5. Working Title (What the agency calls the position) State Division Administrator 17	11. Section
6. Name and Position Code Description of Direct Supervisor MORNINGSTAR, KRISTEN J; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HODGE-GROEN, MEGHAN E; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine Street; LANSING, MI 48933 / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

Provide general and specific direction, management and control of the Department of Health and Human Services/Community Mental Health Services Programs (CMHSPs)/Prepaid Inpatient Health Plans (PIHPs) contract management, compliance, monitoring and oversight processes. The position ensures consistency of statewide PIHP/CMHSP contracts and compliance with legislative and department policy and procedures, and applicable federal statutes, regulations and waivers. Responsible for monitoring and addressing PIHP and CMHSP compliance with contract requirements including financial performance, administrative functions and system outcomes. This includes ensuring overall PIHP/CMHSP compliance with the provisions of the contract. This position oversees the quality reporting, encounter reporting and financial reporting processes from the PIHPs and CMHSPs as dictated through the contract. The position also provides general and specific direction, management and control of the financial activities related to the distribution of the Mental Health and other categorical grants. This position also ensures that questions and concerns that are received about the behavioral health system are appropriately addressed.

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: 50

Provide general and specific direction, management and control of the MDHHS/CMHSPs/PIHPs contract management, compliance and oversight processes, including implementation of appropriate outcome expectations with relevant measures and incentives.

Individual tasks related to the duty:

- Assures the contracts are congruent with and comply with state statutes, administrative rules, and other relevant state legislation and applicable federal statutes, rules and waiver agreements.
- Leads the contract process with the CMHSPs
- Collects and manages input from MDHHS Leadership and MDHHS staff regarding significant contracts issues, suggested revisions and proposed language.
- The point of contact with the Bureau of Grants and Purchasing for coordinating contract changes.
- Ensures completed agreements are executed by MDHHS, PIHPs, and CMHSPs.
- Assures PIHP/CMHSP accountability with all contractual requirements and establishes appropriate corrective action.
- Initial review and approval of financial statements and documents from the CMHSPs and PIHPs.
- Processes authorizations and MDHHS funding authorizations to PIHPs and CMHSPs consistent with legislative appropriations, MDHHS Budget Office instructions, DTMB stipulations, and federal capitation agreement (Medicaid).
- Trains and supervises staff involved with PIHP and CMHSP reimbursement, cost findings/rate setting practices and managed care capitation rate setting practices.
- Hires, trains and provides oversight of Division staff regarding contract development process, terms and conditions of agreed upon contracts, applicable state and federal laws and regulations and compliance monitoring activities.

Duty 2

General Summary:

Percentage: 15

Responds to internal and external requests and inquiries regarding contract compliance and provides technical assistance and consultation.

Individual tasks related to the duty:

- Notifies leadership of concerns, including when contractors are in violation or at risk of violation of contracts.
- Ensure concerns and the resolutions are appropriately documented and logged.
- Establishes and monitors processes to ensure responses to inquiries from internal and external sources are completed in an accurate and timely manner.
- Organizes and implements technical assistance and consultation with PIHPs and CMHSPs regarding contracts, program, fiscal, and administrative issues.

Duty 3

General Summary:

Percentage: 20

Oversees functionality of payments, eligibility and data integrity processes for the Specialty Behavioral Health System.

Individual tasks related to the duty:

- Develops contract monitoring systems to ensure proper execution of contracts, processing of amendments and compliance with all contractual obligations, including submission of all required encounter data, quality reports, financial data, outcome measures and other information.
- Suggests and pursues enhancements of PIHP/CMHSP management information systems for contract monitoring purposes.
- Ensures that various financial and quality reports are accurate, timely, and adhered to by contractors.
- Provides support and technical guidance to team members.

Duty 4

General Summary:

Percentage: 15

Manages the day-to-day operations of the division to ensure support to the field, administration and the department.

Individual tasks related to the duty:

- Regular staff supervision, development of work plans, problem solving, performance management and making staff assignments for projects.
- Participate in the Behavioral Health Management Team.
- Provide technical assistance to PIHPs/CMHSPs, families, people enrolled in services and supports, other stakeholders, other state agencies/departments.
- Report regularly to leadership on internal and external issues impacting the delivery of services and/or the direction of the administration/department.
- Ensure division staff are made aware of the priorities of the division and bureau to ensure work products are appropriately developed and produced.
- Review/approve documentation for communications with the department, field, stakeholders, families and legislature.
- Develop and maintain working relationships with other divisions and sections to support the work of the division.
- Participate in the design and implementation of behavioral health and primary care integration.
- Represent the administration/department as requested in meetings, work groups, legislative matters, hearings and/or conferences.
- Coordinate Medicaid policy manual language changes and edits.
- Review and provide comments on other issues as requested.
- Other duties as assigned.

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

Staff supervisory decisions, including discipline, prioritization of activities, and allocation of Division resources; interpretation of MDHHS policy to specific circumstances and documentation; PIHP and CMHSP compliance with standards, guidelines and monitoring protocols in circumstances where fact finding may be variously interpreted; acceptability of alternate contract language, based on analysis of risk to MDHHS.

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

Policy-sensitive issues and application of new, unfamiliar policy or law.

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.

This position requires sitting at a desk, reading/analyzing reports, working on a computer. There will be periodic travel to program sites throughout the state, as well as to conference and training events, some of which will require overnight stays. Physical effort will be needed to manage work papers, training materials, and perhaps a laptop 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	EXECUTIVE SECRETARY-E E10		STATE ADMINISTRATIVE MANAGER-1 15
	STATE ADMINISTRATIVE MANAGER-1 15		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work. |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work. |
| <input checked="" type="checkbox"/> | Approve leave requests. | <input checked="" type="checkbox"/> | Review work. |
| <input checked="" type="checkbox"/> | Approve time and attendance. | <input checked="" type="checkbox"/> | Provide guidance on work methods. |
| <input checked="" type="checkbox"/> | Orally reprimand. | <input checked="" 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?

Responsible for implementing and monitoring of the compliance with contracts between MDHHS and PIHPs and all CMHSPs throughout the state. The total value of the contracts exceeds \$5 billion. These contracts provide the mechanism by which Michigan residents, who have Medicaid or are uninsured, and have severe mental illness, and intellectual or developmental disability, severe emotional disturbance (children) and substance use disorders receive appropriate treatment and support services.

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

Position description updated to reflect data and compliance monitoring, as well as a focus on contractual matters. Removed duties related to the block grant monitoring and oversight components as well as Customer Service.

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

The function of this work area is to manage the interface between the MDHHS, the PIHPs, and the CMHSPs. This position represents MDHHS and participates in negotiating agreements with the PIHPs and the CMHSP, as well as supervising staff that assist in the development of the contracts and monitoring their implementation, and the staff that review reporting and payment activities.

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.

Bachelor's degree in a human services field preferred.

Master's degree in public policy/administration, psychology, social work or other human service field preferred.

EXPERIENCE:

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Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Knowledge of MDHHS PIHP/CMHSP contractual relationship, existing funding arrangements and relevant state and federal statutes, rules and agreements, desirable.

Alternate Education and Experience

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Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of PIHP/CMHSP responsibilities under statute, administrative rule, Medicaid regulations, federal waiver stipulations.

Knowledge of accounting standards and principles

Knowledge of eligible populations/individuals, required services, administrative activities, financing arrangements and reporting, consumer rights, quality monitoring, data submission and applicable certification requirements.

Ability to communicate effectively with various audiences including consumers, advocates, and providers of mental health services.

Ability to communicate with staff and to organize work assignments.

Ability to communicate and interact with external parties and entities.

Additionally, as listed on the Civil Service 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.

5/13/2026

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