

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 Specialty Behavioral Health Services
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Division of Adult & Community Based Services
5. Working Title (What the agency calls the position) Division Director	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, 8:00am - 5:00pm

14. General Summary of Function/Purpose of Position

This position manages, directs and controls the operations of professional staff providing consultation and guidance to the publicly funded behavioral health service system to ensure compliance with the evidence-based and/or best practice services as outlined and required in the 1115 Behavioral Health demonstration, 1915(i) State Plan services, 1915(c) waivers, the Medicaid expansion program, the Community Mental Health Services Block Grant and Federal Law requirements impacting these services. The individuals served by these programs include those with intellectual/developmental disabilities, serious mental illness, serious emotional disturbance, and co-occurring disorders of mental illness and substance use. This position oversees the development, implementation and monitoring of the Community Based Services Rules requirements and oversees the collection of federally required quality data and reviews and ensures timely reporting of related reports. Coordinates the publication of changes in Medicaid Specialty Supports policy with Health Services. It directs the collection and analysis of critical incident information and assures follow-up with the PIHPs/CMHSPs. This position is responsible for addressing inquiries specific to legislative inquiries or case consultations as appropriate. It oversees the implementation of current and new initiatives serving the specialty behavioral health population such as the National Core Indicator survey, the DD Performance Improvement Team, and the Quality Improvement Council.

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

Oversees the programmatic management of the Medicaid specialty behavioral health service programs and Block Grant programs that serve individuals with intellectual/developmental disabilities, serious mental illness, serious emotional disturbance, and co-occurring disorders.

Individual tasks related to the duty:

- Coordinates, oversees and provides leadership relative to the renewal of and amendments to the Medicaid waiver and State Plan authorities that includes:
 - o Collaboration with staff from Bureau of Specialty Behavioral Health Services, Health Services, Centers for Medicare and Medicaid Services (CMS) and its technical assistance entities, the actuarial contractor, and other contractors.
 - o Significant writing that is incorporated into web-based waiver applications.
 - o Development of performance and quality measures to meet federal assurances.
 - o Completion and submission of any required planning or guidance documents to CMS.
- Assures coordination of training and education for the field that is supported through the Block Grant funding that includes:
 - o Staff management of individual projects.
 - o Identification of training needs and the establishment of implementation plans.
 - o Development of budgets and contracts to support efforts.
 - o Approval and review of all training and education projects based on funding regulations.
- Assures the tracking and analysis of expenditure and performance measurement data for the 1915(c) waivers (including results of remediation efforts) quarterly for the purposes of reporting to CMS annually on the CMS-372 report and managing the programs within annual appropriations and against five-year projections.
- Assures coordination between the division and the Department of Technology, Management and Budget and state contractors on maintenance of current web-based waiver databases; the design and testing of a new system; development of user manuals and training of all users of web-based systems; ongoing enrollment approval for access to web-based system; and ongoing technical assistance for users.
- Work with Health Services, the state contractor for CHAMPS and other staff on the design, testing, troubleshooting of a system that ensures payments, recoupments, service and support authorizations and other data are accurate.
- Assists, trains and oversees staff in MDHH's monitoring of each of the pre-paid inpatient health plans (PIHPs).
- Assures regular coordination and information sharing among the division staff and other units within the bureau.
- Participate in state-level workgroups, committees and councils that address issues involving people who are served by these Medicaid programs.
- Coordinates the publication of changes in Medicaid Specialty Supports policy with Health Services.
- Provide oversight of the Medicaid grievance and appeals database, and critical incident reporting system.
- Delegates division staff or participates in discussions, conference calls, and developmental work associated with federal health care reform, that the department or administration may be involved in or seeking additional information on.
- Provides supervision for staff with responsibility for conducting policy changes and the inclusion of the resulting findings into discussions between Health Services and the bureau.

Duty 2

General Summary:

Percentage: 25

Oversees the development, implementation and monitoring of Federal requirements regarding the Conflict Free (CFAP) and Home and Community Based Services Rules (HCBS). Oversees the requirements of settlement agreements pertaining to Home and Community Based services.

Individual tasks related to the duty:

- Ensures that appropriate oversight is provided to Prepaid Inpatient Health Plans (PIHP's) and Community Mental Health Service Programs (CMHSP) regarding compliance with CFAP and HCBS rules.
- Oversees the requirements of settlement agreements pertaining to Home and Community Based services.

Duty 3

General Summary:

Percentage: 15

Manages the implementation of 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.
- Address inquiries specific to legislative inquiries or case consultations as appropriate.
- Oversee the implementation of current and new initiatives serving the specialty behavioral health population such as the National Core Indicator survey, the DD Performance Improvement Team, and the Quality Improvement Council.
- Provide support to staff that enroll, certify and re-certify beneficiaries for the State Plan and 1915(c) programs.
- Provide technical assistance to PIHPs/CMHSPs, families, people enrolled in the waiver, other stakeholders, other state agencies/departments.
- 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 the approval of specialized services, supports and equipment for waiver beneficiaries.
- Support the training of PIHP/CMHSP content experts in the various Medicaid services and supports and the implementation of new practices.
- Work with staff to develop policy and procedure guidance to improve the overall functioning of the division and its sections.
- Develop and maintain working relationships with other divisions and sections to support the work of the division.

Duty 4

General Summary:

Percentage: 15

Supports the day-to-day functions and provides overall support to the administration in achieving its mission.

Individual tasks related to the duty:

- Participate in the Bureau Management Team.
- Report regularly to leadership on internal and external issues impacting the delivery of services and/or the direction of the administration/department.
- Assure that necessary information is shared between Health Services bureaus regarding specialty behavioral health services and coordinates with Health Services, the publication of new or changed policy relevant to the specialty services and supports program.
- Develop collaborative relationships with academic and other potential research resources and various advocacy organizations that represent the individuals being served in the specialty behavioral health system.
- Represent the administration/department as requested in meetings, workgroups, legislative matters, hearings and/or conferences.
- Propose improved language to be incorporated into federal Medicaid waiver renewal applications, contracts with PIHPs and CMHSPs, and associated state and departmental policies and procedures.
- Participate in design and implementation of behavioral health projects,
- Coordinate Medicaid policy manual language changes and edits.
- Participate in, review and provide comment 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.

Operational procedures related to the implementation of the state plan and waivers that do not have significant contractual or financial impact.

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

Final waiver renewal or amendment applications, CMS-372 reports, changes in the overall direction of the operation of the waivers, policy recommendations with impact on the bureau, and those issues with significant contractual or financial impact.

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.

Extensive use of computer and telephone are required.

Travel is also required and may include overnight stays – may be in-state or out-of-state.

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>
	DEPARTMENTAL SPECIALIST-2 13		DEPARTMENTAL SPECIALIST-2 13
	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?

This position manages, directs and controls the operations of professional staff providing consultation and guidance to the publicly funded behavioral health service system to ensure compliance with the evidence-based and/or best practice services as outlined and required in the 1115 Behavioral Health demonstration, 1915(i) State Plan services, 1915(c) waivers, the Medicaid expansion program, the Community Mental Health Services Block Grant and Federal Law requirements impacting these services. The individuals served by these programs include those with intellectual/developmental disabilities, serious mental illness, serious emotional disturbance, and co-occurring disorders of mental illness and substance use. This position oversees the development, implementation and monitoring of the Conflict Free and Home and Community Based Services Rules requirements and oversees the collection of federally required quality data and reviews and ensures timely reporting of related reports. Coordinates the publication of changes in Medicaid Specialty Supports policy with Health Services. It directs the collection and analysis of critical incident information and assures follow-up with the PIHPs/CMHSPs. This position is responsible for addressing inquiries specific to legislative inquiries or case consultations as appropriate. It oversees the implementation of current and new initiatives serving the specialty behavioral health population such as the National Core Indicator survey, the DD Performance Improvement Team, and the Quality Improvement Council.

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

n/a

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

The Division of Adult Home and Community Based Services is responsible for assuring PIHPs' and CMHSPs' compliance with federal and state regulations and rules, and departmental policy and contractual agreements as they operate various Medicaid and other programs serving people with developmental disabilities, serious mental illness and serious emotional disturbance. This assurance is operationalized through data collection and analysis, on-site reviews, and technical assistance and consultation. The Division also coordinates and provides technical expertise in the development of the state's applications to the federal government for new or renewed Medicaid programs that serve these populations. Finally, the Division is responsible for assuring that any new and revised Medicaid policy is published as appropriate.

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:

State Division Administrator 17

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

Alternate Education and Experience

State Division Administrator 17

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:

As listed on the Civil Service Job Specifications.

Ability to work with, or learn, a number of computer software applications, including MS Word, PowerPoint, BI Query, web-based databases and CHAMPS.

Research and analysis skills, particularly related to public policy.

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:

N/A

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.

Appointing Authority

5/13/2026

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