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| **State of MichiganCivil Service Commission** |

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| **Position Code** |

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

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| **POSITION DESCRIPTION** |

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| 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. |

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| **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)** |
|  | Children’s Coordinated of Health Policy and Supports |
| **4. Civil Service Position Code Description** | **10. Division** |
| Departmental Analyst-A | Office of the Advocate for Children, Families, and Youth |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Senior Community Transition Support Team Analyst | Transitions of Care Program |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| VACANT; STATE ADMINISTRATIVE MANAGER-1 |  |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| FARRELL, STACY L; STATE DIVISION ADMINISTRATOR | 333 South Grand Blvd, Lansing, MI / Monday – Friday, 8:00am – 5:00pm |

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| **14. General Summary of Function/Purpose of Position** |

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| This position functions as a Senior Community Transition Support Team Analyst within the Bureau of Children’s Health, Policy, and Supports, Transitional Care Program section. This position serves as an expert and provides comprehensive review and specialized analysis involving complex discharge planning for children ages 15 and under.  This position works with multiple child serving systems to ensure that youth who reside in state hospitals or residential treatment programs are transitioned to community settings timely when ready for discharge, with the needed community based services and supports in place. |

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| **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.** |

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| **Duty 1** |
| **General Summary:** | **Percentage:** | **45** |
| Provide comprehensive review and specialized analysis involving complex discharge planning for assigned children ages 15 and under who are living in a residential, shelter or state hospital settings.  |
| **Individual tasks related to the duty:** |  |  |
| * Complete comprehensive review and specialized analysis that are complex in nature and determine appropriate discharge plans and services before and during discharge plans and services before and during discharge.
* Evaluate and assesses youth strengths and needs to determine necessary level and nature of intervention services for complex cases and cases with functional limitations.
* Interview referrals and analyze needs and barriers to community discharge that are complex in nature.
* Collect and evaluate information necessary to understand treatment and placement history.
* Review case history including searching in SACWIS and Medicaid utilization data.
* Evaluate efforts made to identify community placement and treatment setting.
* Hold discussions with referring individual/s about provided services and recommendations to support transitions to community.
* Coordinate with public and private agencies regarding previous and current discharge plans. Previous and current discharge efforts are complex in nature to ensure treatment and services are received based on referrals, treatment planning and coordination of services.
* Facilitate transition meetings with system providers, behavioral health providers, youth and their families.Complete summaries of each transition meeting and provide to team members due to the complexities of treatment plans and services.
* Identify and assist to secure appropriate referrals to other service providers for behavioral and medical services.
* Provide consultation and review discharge options and plans with section staff/lower-level staff.
* Meet with systems providers to share information about needs for services and supports needed for caregivers, including crisis related services.
* Work with teams to identify potential community settings for youth and make recommendations for needed settings.
* Provide information to system providers, service providers, and caregivers as requested to assist in determining the best placement and treatment options for youth.
* Utilize established protocols to provide analysis and discharge planning.
* Complete required summaries and reports as required in protocol.
* Maintain information/data as required in protocol.
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| **Duty 2** |
| **General Summary:** | **Percentage:** | **25** |
| Assess and identify service and support needs for urgent discharges and long-term stays. |
| **Individual tasks related to the duty:** |  |  |
| * Prioritize urgent discharges and provide immediate assessment and planning of needed services and treatment.
	+ Critical thinking and decisions are applied to avoid potential medical risks, worsening conditions, and inadequate follow-up care.
	+ Research and work with youth, caregivers, and providers for continued and replacement treatment and services that are no longer available, within local travel distances, and require expedited arrangements for specialized care.
	+ Serve as advocate for the youth to ensure identified treatment and services are received and in compliance within discharge policies and protocols.
* Assess long-term needs for youth and caregivers and establish plans including action steps to ensure continuity of care are provided within policies, statutes and regulations, and are addressed in compliance within expected timeframes.
	+ Follow-up with youth and caregivers to ensure continued care is provided, successful and are available until transition to appropriate placement center or discharge.
	+ Research and work with youth, caregivers, and providers for replacement treatment and services that may end during a long-term stay.
	+ Serve as advocate for the youth to ensure identified treatment and services are received and in compliance within discharge policies and protocols.
* Utilize subject matter experts to determine appropriate and needed specialty behavioral health services and assessments/evaluations.
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| **Duty 3** |
| **General Summary:** | **Percentage:** | **20** |
| Make recommendations related to existing discharge policies and procedures, and address challenges and barriers that affect program and services with section and division management. |
| **Individual tasks related to the duty:** |  |  |
| * Work with staff across bureau and department administrations, as well as subject matter experts to address policy or procedural barriers and identify behavioral health resources for complex discharge needs.
* Complete ongoing assessments of care transition strategies, identifying opportunities for process reengineering or program enhancements.
* Review follow up on action steps at each meeting, address challenges or barriers to completion of action steps, and work with management and subject matter experts to mitigate and implement changes.
* Participate in quality improvement projects aimed at improving patient outcomes, reducing readmissions, and enhancing care coordination.
* Organize and participate in meetings with treatment providers to address barriers or challenges to service delivery.
* Draft and update policies, procedures, and best practices related to transitions of care.
* Develop materials, present and train new staff within the section.
 |
| **Duty 4** |
| **General Summary:** | **Percentage:** | **10** |
| General responsibilities as assigned related to the activities of the section. |
| **Individual tasks related to the duty:** |  |  |
| * Assigned activities to support the work and operations of the section.
* Provide presentation on work area when needed as directed.
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| **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**  |

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| * Case level decisions related to needed services and supports.
* Decisions pertaining to strategies to improve needed supports and timely transitions to community.
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| **17. Describe the types of decisions that require the supervisor's review.**  |

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| * Supervisory approval is required relative to data sharing and information with external entities such as press and media.
* Supervisory approval is required relative to referrals for state hospitalization.  State hospital referrals are made with administrative approval, and in conjunction with CMH leadership and state hospital leadership.
* Decisions that impact other work areas or administrations.
* Decisions related to exceptions to protocol or policy.
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| **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.** |

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| Standing, sitting, traveling to different work sites, actively working with providers, MDHHS staff, youth and families, as well as the ability to assist in a behavioral emergency. |

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| **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.** |

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| **Additional Subordinates** |

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

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| Complete and sign service ratings. |

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| Assign work. |

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| Provide formal written counseling. |

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| Approve work. |

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| Approve leave requests. |

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| Review work. |

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| Approve time and attendance. |

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| Provide guidance on work methods. |

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| Orally reprimand. |

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| Train employees in the work. |

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| **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** |

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| **23. What are the essential functions of this position?** |

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| The primary function of the position is to serves as an expert and provide comprehensive review and specialized analysis involving complex discharge planning for children ages 15 and under.  This position ensures that youth who reside in state hospitals or residential treatment programs are transitioned to community settings timely when ready for discharge, with the needed community based services and supports in place. |

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

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

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| The Office of the Advocate for Children, Youth, and Families is responsible for the development and implementation of the Transitions of Care program; responsible for effecting and supporting transitions for children and youth to community settings with needed services and supports, including those who are in emergency departments, inpatient hospitals, congregate care settings.  This includes children and youth who are residing in residential, shelter care, and state hospital settings. This position serves as an expert and provides comprehensive review and specialized analysis involving complex discharge planning for children ages 15 and under.  This position works with multiple child serving systems to ensure that youth who reside in state hospitals or residential treatment programs are transitioned to community settings timely when ready for discharge, with the needed community based services and supports in place. |

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| **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** |

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| **EDUCATION:** |

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| Possession of a bachelor’s degree in any major.Preferred: Possession of a bachelor’s degree in a human behavioral health sciences field. |

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| **EXPERIENCE:** |

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| **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.Preferred:* Minimum of three years of experience working with children, youth, and families.
* Minimum of two years of professional experience working with or within child welfare and/or other child serving systems.
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| **KNOWLEDGE, SKILLS, AND ABILITIES:** |

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| As listed on the Civil Service job specification.  In addition:Knowledge of an array of treatment approaches specific to children and youth and families. Familiarity with mental health and social service systems in Michigan.Knowledge of the child serving systems in Michigan. Knowledge of the inpatient and emergency department pediatric behavioral health systems. Knowledge of the methods of collecting, compiling, organizing, and analyzing data.Knowledge of federal and state laws related to mental health and public behavioral health.Knowledge of factors in the analysis of data to provide the basis for supporting findings, recommendations, and strategiesAbility to analyze and evaluate data.Ability to work with other disciplines as part of a treatment team.Ability to prepare charts and other graphs to display the analysis of data.Ability to organize and write planning reports.Ability to interpret pertinent laws and regulations.Ability to communicate effectively with others.Ability to maintain records, and prepare reports and correspondence related to the work.*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.* |

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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |

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| ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** |

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| ***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.*** |

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| **Supervisor** |

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| **Indicate any exceptions or additions to the statements of employee or supervisors.** |

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

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| ***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.*** |

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