

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Position Title: **Medicaid Services Manager**

Department: Administration

Location: 5720 State Route 345 NE, New Lexington

Supervisor: Finance Director

Normal Working Hours: Full-time position, routinely 8 hours per day, may be required to work evenings and/or weekends, schedule may be flexible and variable

FLSA Status/Classification: Classified, Non-Exempt Management Employee

Salary Range: Contract salary, commensurate with education and experience

Safety-sensitive: No

SUMMARY

The Medicaid Services Manager (MSM) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under general guidance of the Finance Director, the MSM manages and oversees Medicaid programs and costs. The MSM primarily performs work related to Medicaid Waivers including, but not limited to: cost projections, utilization monitoring, staff and provider education and technical assistance, waiting list management, Cost Projection Tool (CPT) oversight, and Medicaid appeals. The MSM also serves as PCBDDs Medicaid Administration Claiming (MAC) Coordinator and oversees non-waiver funding for individual services and related processes. The MSM fulfills the role of Medicaid Services Manager as required by section 5126.054 of the Ohio Revised Code.

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Bachelor’s degree required, preferably in the fields of Business Administration, Public Administration, Social Services, or related field.
- Demonstrated leadership with a minimum of 2 years supervisory experience
- Minimum of 3 years’ experience with Medicaid systems, preferably in the area of developmental disabilities waiver administration
- Current and valid Ohio driver’s license with own transportation and acceptable driver’s abstract in order to meet criteria for insurability

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Multiple information and reporting systems, including Data Warehouse and Gatekeeper
- Medicaid services applicable to the developmental disabilities field as well as applicable agency, state and federal statutes, rules, policies, regulations and/or procedures
- Local human service systems and other available community resources

Skills in:

- Microsoft Office products, including proficient knowledge of Excel and Word
- Human relations and establishing rapport with service providers and Service and Support Administrators (SSA)
- Oral and written communication, including documentation, training, public speaking, and sensitive situations

Abilities to:

- Collect data, establish fact and draw conclusions
- Maintain confidentiality of records, information, and program matters
- Comply with PCBDD services, policy, and procedures
- Read, analyze, and interpret complex documents, professional journals, technical directions, and government regulations
- Work a flexible schedule with the potential of work outside routine business hours; may include evenings

PROBATIONARY PERIOD

A probationary period does not apply to this position. Terms of employment are outlined in the employment contract.

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 85% in office, 15% travel and out of building commitments, telecommuting possibility.

Work Pace – Self-paced, requiring the ability to be self-motivated, plan and organize time, and to adhere to mandated timelines. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – Position may require sitting for periods of time, alternating between standing and walking. Minimal physical labor is required. Significant time may be spent in front of a computer screen. Frequent lifting (up to 20 lbs.) and occasional heavy lifting (up to 50 lbs.) is required.

POSITIONS SUPERVISED

Waiver Manager

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

75% ADMINISTRATION AND OVERSIGHT OF MEDICAID PROGRAMS

Waiver Analysis and Projections

- Utilize available tools and reports to project waiver costs, including but not limited to the Waiver Projection Tool, Mid-East Ohio Regional Council (MEORC) Long Range Planning Tool, and Ohio Department of Developmental Disabilities (DODD) Data Warehouse.
- Use tools to monitor budgets/utilization, project 5th Quarter invoice, complete long-term projections, and plan for future waiver needs.
- Monitor waiver utilization against Payment Authorization for Waiver Services (PAWS); notify providers and SSAs of utilization issues and assist as needed to resolve issues. This may also involve working with the team to make recommendations for revisions to the PAWS when these issues arise.
- Prepare and generate reports to inform the Fiscal Oversight Committee (FOC) and departments of waiver costs, utilization, and other related financial information to ensure adherence to established budgets.

Waiver Management

- Serve as Waiting List Coordinator and maintain waiting list for PCBDD. Review waiting list regularly.
- Analyze waiting list to project future needs.
- Request allocation for new waivers at the recommendation of the FOC and /or Service Request Review Committee (SRRC) and upon Board approval.
- Coordinate transfer of waivers to/from PCBDD.
- Oversee CPT completion and PAWS data entry to ensure the financial portion of the Individual Service Plan (ISP) flows smoothly and is processed timely.
- Manage the Prior Authorization (PA) process and oversee submission of PA requests.
- Track PAs and waiver add-ons. Share updated tracking with FOC and SSA Department quarterly.
- Serve as PCBDD Representative in Medicaid hearings when a Medicaid recipient appeals a decision by the board specific to waiver services. Gather and supply information as required by Job and Family Services.
- Serve as back-up for CPT completion as needed .
- Support SSAs in the completion of the Acuity Assessment Instrument (AAI), DODD Profile, and the Level of Care (LOC). Attest to LOC redeterminations.

Coordination of Medicaid Administrative Claiming (MAC)

- Serve as MAC Coordinator. Administer the MAC program and all related requirements using the Random Moment Time Studies (RMTS) Methodology Guide.

Education and Technical Assistance

- Monitor state rules for updates and changes associated with developmental disabilities waivers; communicate upcoming changes to SSA Director and Finance Director. Assist in process/procedure development and revision as necessary to comply with rule changes.
- Provide technical assistance and education to providers and staff regarding Medicaid billing and waiver utilization.

10% TITLE XX IMPLEMENTATION AND OVERSIGHT

- Oversee implementation of the Title XX program. Complete contract and rate calculations.
- Monitor program rules and requirements. Work with the Developmental Specialist to obtain needed documentation. Complete quarterly billing.

5% OVERSIGHT AND DIRECTION OF NON-WAIVER FUNDING FOR INDIVIDUAL SERVICES

- Oversee processes and procedures for non-waiver funding.
- Monitor utilization of funding via MEORC account statements; report to FOC in conjunction with the Finance Director.

5% SUPERVISION OF PERSONNEL

Supervise and manage staff in fulfilling their daily responsibilities through routine accountability, including monthly staff reviews and annual performance reviews. Provide a work environment that cultivates and encourages creativity, productivity, and efficiency by enhancing staff knowledge and skills.

Adhere to and administer applicable PCBDD personnel policies and procedures.

5% MISCELLANEOUS

Assume other duties as assigned, including but not limited to meeting attendance, professional growth activities, and PCBDD participation and/or representation at various community events.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read the qualifications/requirements for this position and to the best of my knowledge I believe I can perform these duties.

Signature

Date