

POSITION DESCRIPTION		AGENCY/DEPT ID ODA/AGE932000
DIVISION OR INSTITUTION Division of Community Living	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20019751 JOB TITLE Medicaid Health Systems Specialist 2 JOB CODE 65293	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Clinical Practice Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20017568 - Medicaid Health Systems Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 12 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Provides operational oversight of the service planning & authorization components of ODA operated Medicaid programs; interprets & applies federal & state guidelines for service delivery; designs guidelines; advises on new methods, concepts & approaches for service planning, authorizing & delivery. Facilitates teams for internal and external service planning and authorization policy development and modification. Collaborates with internal and external stakeholders to ensure OAC rules are consistent with current legislation, health care policy, and standards of practice. Conduct retrospective clinical record reviews, and when indicated, in person assessments to determine the following: the clinical and/or programmatic appropriateness of care plans, evidence of person-centered planning and evidence health and safety considerations are addressed. Conduct retrospective record reviews to determine service authorization practices are in accordance with ODA policy and procedures. Conducts data analysis of service utilization trends and disenrollment reasons to determine impact of service planning and authorization practices on individual outcomes. Gathers, collates, and summarizes statistical demographic and anecdotal information related to utilization management of waiver services; Writes monitoring and evaluation reports related to waiver service utilization management Designs and implements training packages related to waiver service utilization management.	Knowledge of: (1) business administration; (2) public administration; (3) human relations; (4) agency policies & procedures* (e.g., Medicaid rules & policies*, Public Medicaid Assistance Programs*, etc.); (5) government structure & process*; (6) social sciences; (7) aging statistics, terminology & methods. Skill in: (8) use of personal computer & associated hardware (e.g., printers & peripherals) & applicable software applications (e.g., MS Office, Outlook); (9) equipment operation (e.g., phones, copiers, fax). Ability to: (10) analyze multiple factors apply factors & present findings & conclusions; (11) comprehend & record figures accurately; (12) prepare meaningful, concise & accurate reports; (13) gather, collate & classify information about data, people or things; (14) handle routine & sensitive contacts with & inquiries from public, providers & government officials in person, via telephone &/or through written correspondence; (15) monitor quality assurance & corrective action plans; (16) prepare comprehensive & technical reports; (17) read & comprehend clinical records & corrective action plans.	
	20	Provides operational oversight, consultative expertise, technical assistance and/or training pertaining to the Pre-Admission Review (PAR) Level 1 screening process; coordinates PAR Level 1 policies and procedure development and monitoring; analyzes PAR Level 1 screening information to recommend policy changes to ODM; serves as a PAR liaison with general public, hospitals, nursing facilities, providers, state and federal agencies; responds to inquiries, advises agency administration regarding PAR access and alternatives. Participates in PAR oversight activities with sister state agencies; Uses appropriate tools for data collection and provides Technical Assistance as needed for data collection tools (i.e. HENS).	Knowledge of: 1*; 2; 3; 4*; 5*; 6; 7. Skill in: 8*; 9. Ability to: 10; 11; 12; 13; 14, 15; 16; 17.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	Provides consultative expertise, technical assistance &/or training pertaining to service planning and authorization issues for ODA operated Medicaid programs; acts as liaison to both inter-agency & intra-agency providers; consults with other entities regarding current & forthcoming programmatic changes.	Knowledge of: 1*; 2; 3; 4*; 5*; 6; 7. Skill in: 8*; 9. Ability to: 10; 11; 12; 13; 14, 15; 16; 17.	
	10	Represents agency at meetings & workshops; serves on committees & taskforces; prepares technical reports, correspondence & memorandums; responds to inquiries from consumers, providers, PAA staff & governmental officials by telephone, written correspondence &/or in person related to ODA operated programs. Performs other related duties as assigned [e.g., provides high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal & external customers].	Knowledge of: 1*; 2; 3; 4*; 5*; 6; 7. Skill in: 8*; 9. Ability to: 10; 11; 12; 13; 14, 15; 16; 17.	
	10	Conducts assessment (e.g., on-site & off-site) &/or reassessment to determine clinical &/or programmatic appropriateness of policies & procedures in regard to ODA operated Medicaid health services delivery including, but not limited to: participation on the inter-agency Relocation Team, back-up for the incident management for ODA-operated HCBS waivers, back-up for the resolution of adverse outcomes resulting from either ODM or ODA ongoing monitoring reviews and conducting in person adverse level of care assessments for the Program for All Inclusive Care for the Elderly (PACE).	Knowledge of: 1*; 2; 3; 4*; 5*; 6; 7. Skill in: 8*; 9. Ability to: 10; 11; 12; 13; 14, 15; 16; 17.	
			Position requires travel, therefore, persons occupying this position must be able to provide own transportation &/or legally operate a state-owned vehicle. Position requires a current & valid license as a registered nurse, as issued by the Ohio Board of Nursing, pursuant to Sections 4723.03, 4723.09 & 4723.24 of the Ohio Revised Code. *Developed after employment.	
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