



JOB DESCRIPTION: HCBS Waiver Coordinator

EMPLOYMENT CATEGORY: At-will, Administration

POSITION HIRED BY: Mid-State Health Network (MSHN)

FULL-TIME/PART-TIME: Full-time

SUPERVISOR: Waiver Administrator

EXEMPT/NON-EXEMPT: Exempt

MANAGEMENT RESPONSIBILITIES: Personnel – No
Resources - Yes

CREDENTIALING REQUIRED: No

Position Overview:

Under the direction of the Waiver Administrator, the Home and Community-Based Services (HCBS) Waiver Coordinator is responsible to manage the strategic and day-to-day operations of the region's compliance with the Home and Community-Based Services Rule transition, policy and procedure development, provider review (onsite and desk review) and approval, collaborate with the region's Community Mental Health Service Programs (CMHSPs), facilitate regional capacity and competency related to the HCBS transition and ongoing compliance, and serve as a point of contact to the Michigan Department of Health and Human Services (MDHHS) for all HCBS-related activities. Facilitate HCBS meetings, trainings, and learning communities as required.

This position requires strong listening skills, exceptional attention to detail, an analytical approach to problem solving, the capacity to achieve targeted outcomes in a timely manner while working independently, as well as the ability to be flexible, efficient, and effective as part of a team. This position calls for excellent written and oral communication skills and a clear and unyielding understanding of confidentiality. May act as backup in managing administrative aspects of the waivers, as directed: Habilitation Supports Waiver (HSW), Children's Waiver Program (CWP), the Waiver for Children with Severe Emotional Disturbance (SEDW), 1915i HCBS State Plan ("iSPA"), and the Autism Benefit.

Responsible for carrying out all activities in accordance with MSHN policies, procedures, regulatory and compliance requirements.

Qualifications

Minimum Qualifications

- Bachelor's degree in social work or related field;
- Possesses or is eligible for professional licensure in the State of Michigan;
- A minimum of three years of experience in a behavioral health clinical/administrative position;
- Thorough working knowledge regulatory and compliance requirements for MDHHS specialty waiver programs
- Knowledge and application of the principles and practices of continuous quality improvement;
- Working knowledge of individual and organizational applicable licensing statutes and standards as it relates to waiver requirements;
- Knowledge of methods and techniques of research, statistical analysis and report presentation; and
- Flexibility to meet obligations outside of normal business hours.

Preferred Qualifications

- Master's degree in Social Work or related field;
- Meets the education and experiential standards of a Qualified Mental Health Professional and/or Qualified Intellectual Disability Professional.
- Experience with program evaluation;

- Experience in HCBS services, Rule transition, provider reviews;
- Experience in waiver program administration, including HSW, CWP, and SEDW (“the waivers”);
- Experience in administration of Early and Periodic Screening, Diagnosis, & Treatment (EPSDT) policy benefit for ASD.
- Experience in a Community Mental Health Services Program, including knowledge of service eligibility criteria and full service array;
- Knowledge and understanding of Applied Behavior Analysis (ABA) principles;
- Knowledge and understanding of prevailing treatment and services philosophies relating to persons served;
- Knowledge of all federal statutes surrounding participation in the Medicare and Medicaid programs; and
- Knowledge of Michigan’s Mental Health Code and Public Health Code governing substance abuse services.

Required Skills

- Understanding of DSM-V description of autism spectrum disorders, intellectual and developmental disabilities, mental illnesses, co-occurring disorders, and other diagnoses, as appropriate;
- A working understanding of habilitative and rehabilitative goals and objectives;
- Ability to handle confidential information and materials is essential;
- Excellent organizational skills and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- The ability to publicly present complex information in a concise, understandable format;
- Ability to interact positively and collaboratively with Board members, executives, including Community Mental Health Service Programs (CMHSP) executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office; and,
- The ability to legally drive within the State of Michigan.

<u>Primary Responsibilities</u>	<u>Designated Back-Up</u>
Conduct site reviews and reviews supporting documentation to monitor compliance with HCBS standards.	
Review, approve/disapprove, and document provisional surveys for new HCBS providers (newly licensed or new to MSHN region or CMHSP).	
Completion of all steps of the Corrective Action Plan (CAP) process including documentation of approval, remediation, notification, tracking, etc.	
Manage initial and ongoing compliance with the HCBS Rule Transition and collaborate with the region’s CMHSPs and providers, as warranted.	
Ensure background research is completed and provide input into HCBS Rule Transition program development and evolution.	

Ensure shared linkages and responsibilities related to Waiver Coordinator functions are appropriately linked to HCBS Waiver Coordinator functions (i.e., “cross-over functions”), including but not limited to, incorporating behavior treatment plan review requirements, Supports Intensity Scale outcomes, recipient rights, person-centered plan/individual plan of service, and self-determination initiatives and philosophies. Includes training HCBS department staff in individually-assigned areas to ensure all HCBS coordinator staff carry the same knowledge.	
Be knowledgeable about and able to navigate the following resources needed to support the HCBS Transition functions: <ul style="list-style-type: none"> • WSA/WSA Reports • REMI - Audit Module • REMI/PCE • Qualtrics • LARA AFC website • PowerBI 	
Organize, lead, and participate in meetings and communications related to HCBS Transition, including committees, workgroups, and learning communities.	
Act as the information conduit between MDHHS, MSHN, and CMHSPs on all HCBS-related matters, including issues related to heightened scrutiny.	
Participate in MSHN delegated managed care review activity relating HCBS Rule Transition and Waiver/Benefit responsibilities.	
Timely communication and training for regional HCBS designees as requested on related policies/process, paperwork, compliance expectations, WSA portal, REMI audit module, reports, etc.	
Assist in the identification, recommendation, and drafting of policies and procedures relating to HCBS Rule transition.	
Establish and maintain appropriate working relationships with consumers, network providers, outside agencies, accrediting organizations, etc.	
Be knowledgeable about and actively support: <ul style="list-style-type: none"> • culturally competent recovery-based practices, • person centered planning as a shared decision-making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, and; • a trauma informed culture of safety to aid consumers in the recovery process 	
Secondary Responsibilities (as coordinated and directed):	
Assist in the compilation and submission of requested proof documents to MDHHS for Centers for Medicare and Medicaid Services (CMS) indicators, for Waiver beneficiaries, including 1915i HCBS State Plan (“iSPA”) cases as warranted.	
As warranted, assist with implementation of the appropriate data collection and surveying for all Waiver, iSPA, and Autism Benefit matters.	
Act as an information conduit between MDHHS, MSHN and CMHSPs on all Waiver, iSPA, and Autism Benefit matters.	

Review Waiver, iSPA, and Autism Benefit packets prior to submission to MDHHS regarding priority, eligibility, and/or recertification as warranted.	
Maintain the MDHHS Waiver Support Application (WSA) Web-based portal by entering, updating, reviewing, and approving required Waiver, iSPA, and Autism Benefit information.	
Approve appropriate WSA activity and contact CMHSP designees as needed for information and clarification.	
Direct and participate in Provider Network all Waiver, iSPA, and Autism Benefit matters monitoring activities including communication and development of corrective action plans for noncompliance.	
Timely communication and training for regional Waiver, iSPA, and Autism Benefit designees as requested on related policies/process, paperwork, compliance expectations, WSA portal, reports, etc.	
Assist in the identification, recommendation, and drafting of policies and procedures relating to the all Waiver, iSPA, and Autism Benefit , as warranted.	
Collaborate with CMHSPs and facilitate with MDHHS the timely transfer of Waiver, iSPA, and Autism Benefit cases inside and outside the MSHN region, as warranted.	
Facilitate remediation of all Waiver, iSPA, and Autism Benefit MDHHS site review citations and on a basis consistent with program requirements.	
Perform other duties as defined.	

Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Deputy Director.

Environment & Safety

Minimum Physical Requirements

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
- Ability to sit for extended periods of time;
- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

Work Environment

- Normal office environment; and
- Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

Employee Signature

Date

Supervisor Signature

Date