

POSITION DESCRIPTION

JOB TITLE: Medicaid Health Systems
Admi 2

PN: 20017570 **JOB CODE:** 65296

AGENCY/DEPT ID
AGE932000

DEPARTMENT DESCRIPTION
DIVISION FOR COMMUNITY
LIVING

AGENCY-SPECIFIC INFORMATION

REASON FOR CHANGE Update			COUNTY OF EMPLOYMENT Franklin		
USUAL WORKING TITLE OF POSITION Provider Certification and Oversight Manager			POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20019681 Medicaid Health Systems Admi 3		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Classified	OVERTIME STATUS Overtime Exempt	FILLED/VACANT FILLED	BARGAINING UNIT 22	
This row is to identify position specific variables for certain classifications					
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 08:00 AM TO: 05:00 PM					
JOB DESCRIPTION					
%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
40	Plans, evaluates, & participates in statewide rule development for Medicaid waiver program administered by the Ohio Department of Aging (ODA): assists in certification, oversight, planning & technical assistance for formulation & implementation of program standards for Medicaid programs (Pre-Admission Screening Providing Options and Resources Today (PASSPORT)); provides agency technical assistance to PASSPORT Administrative Agencies (PAAs) regarding proper operations; participates in internal/external policy development, procedures &/or rules related to PASSPORT & Assisted Living providers; develops & prepares training for new state rules & coordinates program planning; develops periodic analytical reports summarizing PAA provider certification and oversight activities (timely certifications and structural compliance reviews); evaluates rules &/or policies regarding service providers & PAA performance; writes PAA manual sections.			KNOWLEDGE: (K046) Management (Program); (K054) Public Relations; (K058*) Agency Policies & Procedures; (K059) Government Structure & Process; (K066) Social Sciences (e.g., gerontology & related health issues); (K069) Ohio Revised Code; (K070) Ohio Administrative Code; (K074) Policy Development; (K092*) Medicaid Programs & Services. SKILL: (S044) Equipment Operations (e.g., personal computer, phone, printer). ABILITY: (A101) Verbal: PROOFREAD TECHNICAL MATERIALS, RECOGNIZE ERRORS & MAKE CORRECTIONS.	
35	Drafts and/or implements written policies, procedures, and standards of conduct for providers and PAA Staff: establishes effective lines of communication enforcing standards through well publicized disciplinary, policy and process guidelines and developing policies distributed through notices, PASSPORT provider manual, and technical assistance sessions; ensures appropriate staff conduct internal monitoring & auditing responding promptly to detected offenses, developing corrective action, and reporting findings to the appropriate agencies via established channels; develops, implements, and monitors action plans addressing quality issues within the PAAs and/or provider network; oversees the Home and Community-Based services (HCBS) Coordinator and Investigator/Technical Assistance Staff to ensure waiver compliance is achieved through policy implementation; ensures personnel policies are followed; develops annual reviews;			KNOWLEDGE: (K052) Supervision; (K061*) Interviewing; (K068*) Law; (K072) Training Development; (K091) Auditing. SKILL: (S039) Word Processing; (S046) Spreadsheets. ABILITY: (A097) Verbal: originate routine business letters reflecting standard procedures; (A100) Verbal: prepare meaningful, concise & accurate reports; (A102) Verbal: use proper research methods in gathering data; (A138) Communicate technical information to non-technical customers; (A143) Be collaborative & build productive relationships.	

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	<p>identifies staff enhancement opportunities; reviews provider denials, disciplinary actions, sanctions, and revocations written by staff; works closely with the legal unit and the clinical staff to ensure processes from the agency provider staff are not in conflict with other direction from internal ODA units and state partner agencies; applies communication strategies to identify and approve quality issues system-wide; prepares & maintains quality improvement reports; attends conferences and meetings on behalf of the agency.</p> <p>Coordinates & provides technical assistance to ODA & PAA staff regarding applying provider rules correctly and conducting certification and structural compliance reviews: updates operational manuals; responds to sensitive inquiries & contacts from public, according to prescribed internal processes, providers & government officials; originates correspondence; maintains Medicaid waiver-related records related to PAA review issues; directs, prepares & reviews agency reports related to PAA provider operations & sanction activities; represents agency making presentations & speeches; assists supervisor &/or division chief in coordination of overall programs related to Medicaid (e.g., PASSPORT); works closely with ODA legal staff to develop & implement higher level provider denial and discipline & prepares information needed by ODA legal staff/Attorney General's Office in order to represent ODA in provider-initiated hearings.</p>	
15	Works with Medicaid provider relations bureau to implement provider oversight processes including the electronic visit verification system; provides support & technical assistance to PAAs regarding program operations; assists in development & implementation of policies & processes related to operation of Aging-operated Medicaid waiver programs (i.e., writing rules, manuals, & policies & procedures).	KNOWLEDGE: (K055) Human Relations; (K075) Public Administration. ABILITY: (A063) Reasoning: apply principles to solve practical, everyday problems; (A130) Provide effective customer service.
10	The Employer retains the right to change or assign duties to this position, including but not limited to the following: Represents agency at meetings &/or conferences; attends training seminars to expand knowledge & acquire/expand skills in assigned programmatic area.	ABILITY: (A130) Provide effective customer service; (A135) Seek continuous educational opportunities; (A136) Take initiative & implement innovative ideas; (A137) Be accountable for one's actions or inactions; (A140) Embrace diversity & inclusion.
		(*) Developed after employment
	Professional Skills: Critical Thinking	This position requires overnight travel. The selected candidate

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	Establishing Relationships Managing Meetings Results Oriented Continuous Improvement Technical Skills: Communications Customer Service Human Services Operations Program Management	must be able to provide their own transportation or must have a valid driver's license in order to operate a state vehicle. Class Competencies: Communicating with Supervisors, Peers, and Staff Evaluating Information to Determine Compliance with Standards Establishing and Maintaining Interpersonal Relationships	
POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED 20017583 Medicaid Health Systems Admi 1 20019749 Medicaid Health Systems Spec 20019750 Medicaid Health Systems Spec		APPOINTING AUTHORITY URSEL MCELROY t.m.s	APPROVAL DATE 5/12/2025