

DUTY STATEMENT

Class Title Health Program Manager I	Position Number 805-076-8427-001
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Unit B	
Section Care Coordination	
Branch Care Coordination	
Division Integrated Systems of Care	

This position requires the incumbent adhere to the mission and core values of Department of Health Care Services and the Integrated Systems of Care Division; maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the direction of the Care Coordination Section Chief, the Health Program Manager (HPM) I will be responsible for the supervision of Unit B. The HPM I will coordinate and/or personally perform difficult decisions regarding nursing/medical eligibility, coordinate medical care needs, and manage enrollment into the Special Populations (SP) Programs including the California Children's Services (CCS) program, the CCS Medical Therapy Program, the Genetically Handicapped Persons Program (GHPP) and Home and Community Based Services (HCBS) programs which includes the In Home Supportive Services, Waiver Personal Care Services, Alternative Living Waiver, Aids Waiver, and the Developmental Disability Services Waiver. The HPM I leads the unit team to conduct, review, validate, and document eligibility of referrals to the SP and HCBS programs, including evaluation of level of care determinations, person-centered service plans, and the integration of long-term services and supports for members with complex medical needs into the community. Performs other duties as necessary to ensure members are provided specialized health services; including occupational and physical therapy services, and medical equipment and supplies as necessary to maintain their health and well-being. The HPM I will be expected to have knowledge of personnel management, effective supervision skills; ability to coordinate with other state and local county officials; knowledge of medical terminology; familiarity with case management processes; maintain detailed knowledge of Special Population program requirements and policies, laws, regulations and legislative processes. The HPM I will be expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks and providing direction to assigned staff. The HPM I is expected to demonstrate good judgment, maintain effective communication in both written and verbal context and the ability to work under pressure to meet performance requirements. The nature and extent of the duties of this position may necessitate travel.

Supervision Received: Under direction from the Nurse Evaluator IV, Care Coordination Section Chief.

Supervision Exercised: Directly supervises a team of analytical, clinical, and clerical staff.

Description of Duties: This position will supervise a team of analytical and clinical staff responsible for the enrollment of participants into SP and HCBS programs by reviewing assessments and applications; and determining SP and HCBS program eligibility and appropriateness of initial services requested. The HPM I will coordinate with other SP and HCBS program managers on authorizations and policy to ensure the efficient administration of associated programs. The positions requires coordination with local county public health officials, families and providers; and requires coordination with inter-departmental staff to ensure continuity of care and program access of members. The HPM I will be responsible for day-to-day supervision of staff including scheduling and assignment delegation. The HPM I will be cross trained and reassigned to other programs under the Care Coordination Section as needed. The HPM I will inform the Chief of the Care Coordination Section of all current activities, assignments, project, deliverables, achievements, operating problems, vulnerabilities, issues, and concerns.

Percent of Time Essential Functions

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| 35% | Responsible and supervises a team of analytical staff responsible for performing administrative and eligibility intake reviews of applicants requesting enrollment into a SP and HCBS programs. Consults with Nurses Evaluators IIs when necessary to determine medical necessity for eligibility intake and enrollment requirement. When necessary, the HPM I acts as second level review to approve or deny enrollment requests in accordance with requirements set forth in applicable program requirements, laws, regulations legislation, provider contract, program manuals, and policy letters. These activities include but are not limited to reviews of medical assessments to verify program eligibility, determination of the SP and HCBS program eligibility for new referrals, and medical record reviews to evaluate services to be provided under the SP and HCBS programs. |
| 25% | Directs, monitors, and ensures completion of assessments and consultation of members aging out of the Early and Periodic Screening, Diagnostic and Treatment Supplemental Services (EPSDT-SS) Program. Ensures briefing and consultation is provided to Medi-Cal beneficiaries and/or family members about available resources and service options; and assist in the transition of the Medi-Cal beneficiary into adult programs. |
| 15% | Directs, monitors, and ensures completion of annual medical eligibility reviews for existing members of SP and HCBS programs of Dependent CCS counties. Directs, monitors, and ensures completion of annual enrollment fee determination for GHPP participants. |
| 15% | Directly supervises personnel activities for assigned clinical and administrative staff including: development of hiring guidelines; coordinating and conducting of interviews and recommending hiring selections; establishing, evaluating, and maintaining personnel filing procedures; evaluating staff performance, preparing and presenting probation reports and annual evaluations; employee counseling on job progress, determining appropriate disciplinary actions or positive reinforcements for excellence in work performance; developing, coordinating, and presenting staff orientation; monitoring of daily schedules and on-going assessment of staff training needs. |
| 5% | Provides consultation and assistance to program staff in the development of program policies, standards and monitoring requirements; coordinates with local county SP officials; communicates with other departmental programs on relevant issues. |

Percent of Time Marginal Functions

5% Prepares other duties as required that are within the scope of the classification.

Employee's signature	Date
Supervisor's signature	Date