

DUTY STATEMENT

Class Title Health Program Specialist I	Position Number 803-096-8338-XXX
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit 	
Section Population Health Management Service	
Branch 	
Division Quality and Population Health Management	

This position requires the incumbent 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:

The Population Health Management Services Section supports the DHCS Population Health Management (PHM) Service. The Health Program Specialist I (HPS I) serves as a subject matter expert in Population Health Management, with strong project management skills that will support the procurement and implementation of a PHM service. The HPS I will utilize DHCS policies and leverage Medi-Cal data to provide integrated support planning and implementation for risk stratification, tier assignment, decision making and care delivery. The HPS I will work to reduce the administrative silos and foster coordination among these entities, which is a key barrier to effective PHM.

The HPS I will assist with the procurement and implementation of a PHM service, support the development of risk stratification and dashboards that will allow plans or case managers within plans to see both individual level data and aggregate data to help with population management. The HPS I will develop policy expertise for a specific population (such as adults, children, and/or dual eligible) which will be critical to design a service that can meet the specific clinical, behavioral and psycho-social needs of unique populations.

Supervision Received: The HPS I works under the general direction of the Health Program Manager II Population Health Management Services Section Chief.

Supervision Exercised: None

Description of Duties: The HPS I will assist in advancing the CalAIM goal of taking a population health, person centered approach to providing services with the objective of improving health outcomes for all Californians. One of the guiding principles of the CalAIM initiative is to build a data driven PHM strategy to achieve full system alignment and these positions will be instrumental in assisting with this initiative as described below.

The HPS I will be required to be proficient in the use of personal computers and associated software programs and have the ability to utilize the Intranet and Internet to research relevant state and federal statutes and regulations and trends and innovative concepts pertaining to health care policy and program administration.

Percent of Time Essential Functions

- 35% Provides project management leadership, facilitates direction, and oversees external contractor in the planning and development of the Medi-Cal PHM service. Serves as a highly skilled program lead, and coordinates with appropriate staff within QPHM, other DHCS programs, and external contractor on the project design and implementation to ensure all aspects of the project are adequately represented. Facilitates and coordinates meetings by developing meeting agendas, presentation materials, required policy documents, etc. Exercises independent decision-making in resolving issues and problems related to assigned projects and tasks.

- 25% Independently researches, analyses, and defines assigned populations (children, adult, or dual eligible) including information on population size, demographics, health factors, social determinants of health, population health data analytic needs, etc. Assists with the development of the risk stratification algorithm, risk tiers and PHM dashboards that will allow DHCS to identify specific members who may benefit from wellness, prevention, and disease management activities; members who can benefit from case management; and members who are at risk for developing complex health issues.

- 20% Evaluates data and identifies gaps in care, segment members into groups that it will then be used to develop and implement case management, wellness, and health improvement programs and strategies for fee-for-service populations. Based on research, analysis, and consultation, composes project plans, policy letters, and reports information and findings with DHCS management appropriate entities.

- 15% Provides technical assistance to entities i.e. counties and health plans pertaining to PHM service and usage. Incorporates PHM information into the Comprehensive Quality Strategy. Ensures compliance with the state and federal requirements and independently updates policy guidance for management review. Gathers information and data to evaluate program development and implementation, and make recommendations based on analysis of data as appropriate. Develops and coordinates departmental responses to incoming correspondence from legislators, other state and federal agencies, providers, interest groups, and the general public on matters of quality, equity, and PHM.

Percent of Time Marginal Functions

- 5% Other special projects as assigned within the scope of the classification.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title Health Program Specialist II	Position Number 803-096-8336-XXX
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section Population Health Management Service	
Branch	
Division Quality and Population Health Management	

This position requires the incumbent 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:

The Health Program Specialist II (HPS II) has the lead responsibility for the development of the Medi-Cal PHM service utilizing DHCS policies and leveraging Medi-Cal data to provide integrated support for risk stratification, tier assignment, decision making and care delivery. The incumbent will ensure transparency and accessibility such that the service can serve numerous elements of the healthcare system including managed care plans, counties, other social service agencies, delivery systems and provider networks, Medi-Cal programs, other partners, and beneficiaries themselves to understand their needs. The HPS II will work to reduce the administrative silos and foster coordination among these entities, which is a key barrier to effective PHM.

The HPS II performs function that are sensitive and critical to the creation of a PHM service, including providing program expertise for the procurement and implementation of the PHM service and defining PHM analytic needs such as risk stratification and dashboards that will allow plans or case managers within plans to see both individual level data and aggregate data to help with population management. The HPS II will develop policy expertise for a specific population (such as adults, children, and/or dual eligible) which will be critical to design a service that can meet the specific clinical, behavioral and psycho-social needs of unique populations.

Supervision Received: The HPS II works under the general direction of the Health Program Manager II Population Health Management Services Section Chief.

Supervision Exercised: None

Description of Duties: The HPS II will assist in advancing the CalAIM goal of taking a population health, person centered approach to providing services with the objective of improving health outcomes for all Californians. One of the guiding principles of the CalAIM initiative is to build a data driven PHM strategy to achieve full system alignment and these positions will be instrumental in assisting with this initiative as described below.

The HPS II will be required to be proficient in the use of personal computers and associated software programs and have the ability to utilize the Intranet and Internet to research relevant state and federal statutes and regulations and trends and innovative concepts pertaining to health care policy and program administration.

Percent of Time Essential Functions

- 45% Provides project management leadership and direction to external contractor in the planning, procurement and implementation of the Medi-Cal PHM service. Acts as subject matter expert and leads on projects and coordinates with appropriate staff within internal QPHM, DHCS and external contractor to ensure all aspects of the project are adequately represented. Exercises independent decision-making in resolving issues and problems related to assigned projects and tasks. Analyzes proposed legislation and program changes related to PHM activities. Communicates sensitive and critical program information to all levels of state government, federal oversight agencies, county governments, health plans, Medi-Cal members, and other interested parties. Seeks and incorporates input as appropriate. Exercises independent decision-making in resolving issues and problems related to assigned projects and tasks.
- 20% Independently researches, analyses, and defines assigned populations (children, adult, or dual eligible) including information on population size, demographics, health factors, social determinants of health, etc. Assists with the development of the risk stratification development and tiers and dashboards that will allow DHCS to identify specific members who may benefit from wellness, prevention, and disease management activities; members who can benefit from case management; and members who are at risk for developing complex health issues..
- 15% Evaluates data and identifies gaps in care, segment members into groups that it will then be used to develop and implement case management, wellness, and health improvement programs and strategies. Based on research, analysis, and consultation, composes project plans, policy letters, and reports information and findings with DHCS management appropriate entities
- 10% Provides consultation and technical assistance to entities i.e. counties and health plans pertaining to PHM service and usage. Incorporates PHM information into the Comprehensive Quality Report. Ensure compliance with the state and federal requirements and independently updates policy guidance for management review. Gathers information and data to evaluate program development and implementation, and make recommendations based on analysis of data as appropriate. Develops and coordinates departmental responses to incoming correspondence from legislators, other state and federal agencies, providers, interest groups, and the general public on matters of quality, equity, and PHM.

Percent of Time Marginal Functions

- 5% Other special projects as assigned within the scope of the classification.

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