DATE POSTED: October 24, 2022
APPROXIMATE START DATE: November 28, 2022

NOTICE OF POSITION OPENING

POSITION: MEDICAID MANAGER

LOCATION: Ashtabula County Board of DD
Ashtabula County, Ashtabula, Ohio 44004

DUTIES & RESPONSIBILITIES:
Oversees the planning and authorization of Home and Community Based Services, Supported Living, Targeted Case Management (TMC), Title XX and the FSS Program.

MINIMUM QUALIFICATIONS:
Bachelor’s degree in social work, counseling, or related area or five (5) years of equivalent professional experience preferred. Master’s Degree in a related area or three (3) years of supervisor experience preferred.

REQUIREMENT FOR SAFETY SENSITIVE POSITION:
Criminal background check and medical examination/drug screening

SALARY:
Commensurate with education and experience

APPLICATION PROCEDURE:
Obtain an application online at www.ashtabuladd.org and return to the Board Office at:
Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004
Or email: jade.artman@ashtabuladd.org

APPLICATION DEADLINE:
November 7, 2022 or until filled
TITLE OF POSITION: Medicaid Manager

UNIT OR OFFICE: ADMINISTRATION
COUNTY OF EMPLOYMENT: ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR: DIRECTOR OF OPERATIONS/HR
NORMAL WORKING HOURS: 8:00 A.M. – 4:00 P.M. Monday – Friday (Hours and days may vary)

PURPOSE OF POSITION: Oversees the planning and authorization of Home and Community Based Services, Supported Living, Targeted Case Management (TMC), Title XX, and the FSS Program

JOB DESCRIPTION

Targeted Case Management (TMC):
- Oversees (TCM) billing process.
- Conducts reviews of TCM submissions monthly, ensuring quality outcome monitoring, compliance, and productivity requirements.
- Ensures accuracy and productivity standards are maximized.

Staff Development and Training:
- Responsible for all aspects of performance management as outlined in ACBDD policy and procedure including routine monitoring and coaching of staff.

Waiver and DoDD Interactions:
- Performs all duties and functions related to Medicaid management including, but not limited to: waiver projections, match calculations, analysis, and reconciliation functions. (MSS/CPT, PAWS).
- Approves preliminary cost budgets for individuals served and reviews data in the DODD Cost Projection Tool (CPT); available to assist Service and Support Administration staff when appropriate.
- Ensures completion of LOC/FOC for those enrolled on a Medicaid waiver.
- Manages and ensures completion of all Medicaid prior authorization requests and provides monthly reports.
- Prepares and participates in all hearings involving decisions made by ACBDD regarding waiver services.
- Works with DoDD to complete fraud referrals.
- Collaborates with the Director of Service and Support Administration to implement program initiatives.
- Analyzes monthly waiver utilization reports and prior authorization process referring matters to the Agency Review committee when appropriate.
- Acts as Coordinator/Claims processor for Medicaid Administrative Claims, Targeted Case Management, Rental Assistance Program, Exit Waivers, and other assigned revenue sources.
- Monitors Outcome Tracking System and enters individuals not associated with a provider.
- Makes yearly recommendations to the Superintendent for waiver allocation.

FSS, Supported Living, Shared Contracts & Other Obligations:
- Administers the Family Support Services Program including costing, planning and oversight.
- Prepares the supported living budget. Reviews PAS documents and utilization reports for accuracy and compliance with supported living guidelines.
- Tracks and assist with the completion of cost share agreements and oversees all Board contracts (County Board financial assistance program).
- Reviews the financial status of supported living with the Superintendent monthly.
Other Duties:
- Monitors IDS accuracy for all individuals receiving services and oversight of the Brittco reporting system for accuracy
- Administrative tasks related to Social Security and Medicaid Benefits, such as processing enrollment and renewal packets, verifications, and notifications for at risk benefits. Reviews Potential Loss of Medicaid (PLM) notifications and informs SSA.
- County Board approver for DoDD accounts
- Performs other related duties as assigned by the Superintendent

MINIMUM ACCEPTABLE CHARACTERISTICS
- Bachelor’s degree in social work, counseling, or related area or five (5) years of equivalent professional experience preferred. Master’s Degree in a related area or three (3) years of supervisor experience preferred.
- Must be able to obtain and maintain Service and Support Administration Certification per OAC 5123:2-5-02.
- Attend meetings, seminars, conferences, and other job-related training sessions, including state and local meetings as assigned.
- Critical thinking skills to think strategically, analytically, and operationally about the impact of initiatives on the agency.
- Working knowledge and adherence to all ORC, OAC, and ACBDD policies and procedures.
- Promotes positive culture in all areas of responsibility, including but not limited to the individuals served by the county board and their families, Board members, staff members, providers, and community partners.
- Ability to establish and maintain positive professional relationships; principles, practices, and techniques relating to social work; local, state, and federal laws, rules, and regulations; and “Rights of Ohioans with Developmental Disabilities”.
- Communicate effectively and in a professional manner; maintain records according to established procedures; and, handle inquiries from vendors and co-workers.
- Working knowledge of the Ohio Department of DD rules is required.
- Possess excellent verbal and written communication skills.
- Demonstrates ability to maintain confidentiality
- Demonstrates ability to present self in a professional manner
- Develop and maintain effective working relationships; resolve complaints.
- Computer skills, computer applications, and the use of modern office equipment.
- Collect and track data; complete routine forms; prepare accurate documentation; compile and prepare reports.
- Interpret a variety of instructions in written, verbal, and picture form;
- Demonstrates ability to work independently with limited supervision.
- Demonstrates regular and predictable attendance.
- Word processing, computer operation, and use of modern office equipment.
- Must possess a State of Ohio Driver’s License and acceptable driving record as stipulated by the Board’s insurance carrier.
- BCI background clearance.
- Obtain a valid CPR/First Aid certification
- Must be able to work independently and as part of a team process.
- Ability to sit, stand, reach, push/pull and bend.
- Ability to lift 25 pounds.