DATE POSTED: December 10, 2021

APPROXIMATE START DATE: January 1, 2022

NOTICE OF POSITION OPENING

POSITION: Medicaid Manager

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

JOB DUTIES: 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: Associates degree required. Bachelor’s degree in social work, counseling or related area or five (5) years of equivalent professional experience preferred. Master’s Degree in 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 or email completed application along with all transcripts, current certification and/or licensure to the Board Office at:
Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004
Email Jade Artman at jade.artman@ashtabuladd.org

APPLICATION DEADLINE: December 24, 2021 or until filled
TITLE OF POSITION | Medicaid Manager
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UNIT OR OFFICE | ADMINISTRATION
COUNTY OF EMPLOYMENT | ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR | SUPERINTENDENT
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.

Title XX:
- Reviews Title XX claims and makes appropriate corrections

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 enters data into the DODD Cost Projection Tool (CPT); available to assist Service and Support Administration staff when appropriate.
- Ensures completion of and attests LOC/FOC for those enrolled on a Medicaid waiver.
- Manages and completes all Medicaid prior authorization requests and provides monthly reports.
- Serves as liaison for SSA cases that transfer between Counties.
- 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.

FSS, Supported Living, Shared Contracts & Other Obligations:
- Administrates 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.
- Reviews financial status of supported living with the Superintendent monthly.
- Provides oversight of any shared contracts pertaining to residential placement. Tracks residential placements and assists in cost maximization.
Other Duties:

- Acts as Coordinator/Claims processor for Medicaid Administrative Claims, Targeted Case Management, Title XX, Rental Assistance Program, and other assigned revenue sources.
- Monitors IDS (IIF) accuracy for all individuals receiving services and oversight of the Brittco reporting system for accuracy.
- Submits annual ADM count to DODD and updates as required. Submits annual ADM count to DODD and updates as required.
- Monitors quality of electronic file keeping.
- Performs other related duties as assigned by the Superintendent.

MINIMUM ACCEPTABLE CHARACTERISTICS

- Associates degree required. Bachelor’s degree in social work, counseling or related area or five (5) years of equivalent professional experience preferred. Master’s Degree in 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 agency.
- Working knowledge and adhere 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 in a professional manner, maintain records according to established procedures; and, handle inquiries from vendors and co-workers.
- Working knowledge of rules of the Ohio Department of DD 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 instruction 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.

Signature of Employee and Date: ___________________________  Signature of Agency Representative and Date: ___________________________