

HEALTH CARE COMPLIANCE SPECIALIST SENIOR

KIND OF WORK

Senior Professional work as the principal staff specialist for legislative or compliance activities related to Medicaid and other publicly funded health care programs.

NATURE AND PURPOSE

Under administrative direction, an employee in this class provides technical consultation and coordination for all legislative or compliance activities related to Medicaid and other publicly funded health care programs. The scope of the responsibilities reaches across all divisions within the Department of Human Services Health Care Administration (HCA) and to divisions in other administrations which have federal Medicaid funding sources. The purpose of these legislative and compliance activities is to ensure full federal financial participation in MN's Medicaid (Medical Assistance) program.

This classification differs from the Health Care Compliance Specialist in that the Health Care Compliance Specialist focuses on an individual aspect of federal compliance (the State Plan amendments), whereas, the Health Care Compliance Specialist Senior is responsible for coordination of all compliance or legislative activities for Health Care Administration. The Health Care Compliance Senior would coordinate some of the work activities and provide some leadwork direction to the Specialist.

This classification differs from the Income Maintenance Program Consultant in that the Compliance Specialist Senior scope of responsibilities extends across HCA divisions and occasionally across administration lines with authority to redirect/curtail operational activities within those divisions to ensure compliance with state and federal Medicaid regulations. Health Care Specialist Senior provides technical consultation on legislative and compliance issues to employees in the Income Maintenance Program Consultant class. (The vast majority of professional positions in HCA are allocated to classes within the Income Maintenance Series. Those positions typically are focused on a single program area, whereas the Specialist Seniors affect all HCA program areas.)

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversee agency compliance activities and actions to deliver publicly funded health care programs by serving as the technical expert regarding the State Plan and all other federal requirements for state participation in the Medicaid Program.

Monitor, analyze, and respond to federal legislation and regulations to ensure compliance by coordinating agency activities involving Medical Assistance.

Represent the agency with federal authorities to ensure compliance by negotiating, orally and in writing, the outcome of challenges to state use of federal funds.

Serve as federal compliance specialist/technical expert to incorporate mandates into state law and administrative rules by interpreting federal legislation, laws, regulations, policies and directives relating to Medicaid and Medicaid-funded programs in Minnesota.

Coordinate the planning, development, and implementation of the Bureau's legislative activity so that each division's legislative initiatives and responses progress in a timely manner, are consistent with administration's priorities and goals, and reflect the agency's mission.

Assist other DHS units and divisions to develop and implement Medicaid services programs, policies, and funds disbursement systems in compliance with federal requirements by researching legislation, and consulting with them on related technical issues.

Oversee agency systems and processes associated with applying for and approving Medicaid waivers and renewals by monitoring federal compliance requirements and preparing federally-required reports associated with Medicaid waivers and renewals; responding to inquiries associated with state auditor audits, OIG/GAO audits, and HCFA audits of DHS documentation and activities; consulting and collaborating with program management and staff applying for continuation of waiver programs/services; and reviewing/editing documents for submittal in compliance with federal regulations.

Participate in the HCA's biennial budget process and assist HCA's administration and management to secure and account for administrative program budgets by collaborating with the Compliance Manager, HCA's budget officer, and division management to develop the legislative budget, coordinate budget requests, assign costs to the appropriate budget categories, interface with DHS Financial Management Division for divisions' annual spending plans, and function as liaison to the agency's Budget Work Group (BWG).

Oversee the reporting of information and documentation to coordinate internal audits conducted by each respective program area by collaborating with program staff to maintain permanent files and prepare summary reports for federal inspection.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal laws/regulations, legal, political and legislative (state and federal) processes, procedures, and documents sufficient to advise the state and keep its Medicaid programs in federal compliance.

Federal audit/investigation processes, procedures, and documents sufficient to understand challenges to the activities, expenditures, and practices of state and local agencies relating to the use of federal funds under Medicaid.

Health planning principles and practices sufficient to understand Minnesota's health care systems (including Medical Assistance, General Assistance Medical Care, and MinnesotaCare programs), health care provider roles and responsibilities, budgeting, and financing alternatives.

State requirements and procedures sufficient to draft and process contracts.

SWA accounting practices sufficient to apply the principles of financing, accounting, and budget planning.

Principles of group dynamics and mediation sufficient to facilitate and resolve disputes and problems.

Ability to:

Apply technical expertise and extensive knowledge of federal regulations sufficient to monitor and investigate agency activities and documents relating to federal Medicaid compliance.

Synthesize complex and conflicting points of view and present cases sufficient to represent another party and to facilitate resolution among diverse interests.

Monitor, interpret, apply, and assess the program, policies, and budget sufficient to: 1) understand the implications of interactive federal and state laws, rules, and regulations and, 2) identify, articulate, analyze and resolve complex problems having short and long term implications.

Health Care Compliance Specialist Senior

Class Specification

Page 4

Use statistical methods sufficient to conduct formal and ongoing informal program and policy analyses and evaluation.

Coordinate and direct the work of others, as well as develop presentations and educational materials sufficient to train, and motivate individuals and groups.

Write complex technical documents sufficient to satisfy the requirements of, and as a basis for, law, rules, department policies, bulletins, legislative reports and contracts.

Est.: 04/93

Rev.:

T.C.:

Former Title(s):