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**JOB DESCRIPTION:** HCBS Waiver Coordinator

**EMPLOYMENT CATEGORY:** At-will, Administration

**POSITION HIRED BY:** Mid-State Health Network (MSHN)

**FULL-TIME/PART-TIME:** Full-time

**SUPERVISOR:** Chief Behavioral Health Officer

**EXEMPT/NON-EXEMPT:** Exempt

**MANAGEMENT RESPONSIBILITIES:** Personnel - No  
Resources - Yes

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### **Position Overview:**

Under the direction of the Chief Behavioral Health Officer (CBHO), the Home and Community-Based Services (HCBS) Waiver Coordinator is responsible to manage the strategic and day-to-day operations of the region's compliance with the Home and Community-Based Services Rule transition, policy and procedure development, provider review (onsite and desk review) and approval, collaborate with the region's Community Mental Health Service Programs (CMHSPs), facilitate regional capacity and competency related to the HCBS transition and ongoing compliance, and serve as a point of contact to the Michigan Department of Health and Human Services (MDHHS) for all HCBS-related activities. Facilitate HCBS meetings, trainings, and learning communities as required.

This position requires strong listening skills, exceptional attention to detail, an analytical approach to problem solving, the capacity to achieve targeted outcomes in a timely manner while working independently, as well as the ability to be flexible, efficient, and effective as part of a team. This position calls for excellent written and oral communication skills and a clear and unyielding understanding of confidentiality. Act as backup in managing administrative aspects of the waivers: Habilitation Supports Waiver (HSW), Children's Waiver Program (CWP), Severe Emotional Disturbance Waiver (SEDW), and the Autism Benefit.

Responsible for carrying out all activities in accordance with MSHN policies, procedures, regulatory and compliance requirements.

### **Qualifications**

#### **Minimum Qualifications**

- Bachelor's degree in social work or related field;
- Possesses or is eligible for professional licensure in the State of Michigan;
- A minimum of three years of experience in a behavioral health clinical/administrative position;
- Thorough working knowledge regulatory and compliance requirements for MDHHS specialty waiver programs
- Knowledge and application of the principles and practices of continuous quality improvement;
- Working knowledge of individual and organizational applicable licensing statutes and standards as it relates to waiver requirements;
- Knowledge of methods and techniques of research, statistical analysis and report presentation; and
- Flexibility to meet obligations outside of normal business hours.

#### **Preferred Qualifications**

- Master's degree in Social Work or related field;
- Meets the education and experiential standards of a Qualified Mental Health Professional and/or Qualified Intellectual Disability Professional.

- Experience with program evaluation;
- Experience in HCBS services, Rule transition, provider reviews;
- Experience in waiver program administration, including HSW, CWP, and SEDW (“the waivers”);
- Experience in administration of Early and Periodic Screening, Diagnosis, & Treatment (EPSDT) policy benefit for ASD.
- Experience in a Community Mental Health Services Program, including knowledge of service eligibility criteria and full service array;
- Knowledge and understanding of Applied Behavior Analysis (ABA) principles;
- Knowledge and understanding of prevailing treatment and services philosophies relating to persons served;
- Knowledge of all federal statutes surrounding participation in the Medicare and Medicaid programs; and
- Knowledge of Michigan’s Mental Health Code and Public Health Code governing substance abuse services.

#### **Required Skills**

- Understanding of DSM-V description of autism spectrum disorders, intellectual and developmental disabilities, mental illnesses, co-occurring disorders, and other diagnoses, as appropriate;
- A working understanding of habilitative and rehabilitative goals and objectives;
- Ability to handle confidential information and materials is essential;
- Excellent organizational skills and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- The ability to publicly present complex information in a concise, understandable format;
- Ability to interact positively and collaboratively with Board members, executives, including Community Mental Health Service Programs (CMHSP) executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office; and,
- The ability to legally drive within the State of Michigan.

<b><u>Responsibilities</u></b>	<b><u>Designated Back-Up</u></b>
Assist in the compilation and submission of requested proof documents to MDHHS for Centers for Medicare and Medicaid Services (CMS) indicators, for waiver beneficiaries.	
Facilitate remediation of all MDHHS site review citations and random sample recertification packet reviews on a quarterly basis.	
Manage initial and ongoing compliance with the HCBS Rule Transition and collaborate with the region’s CMHSPs and providers, as warranted.	
Organize, lead, and participate in meetings and communications related to HCBS Transition, including committees, workgroups, and learning communities.	
Act as the information conduit between MDHHS, MSHN, and CMHSPs on all HCBS-related matters.	
Incorporate HCBS elements into ongoing CMHSP site review processes.	

As warranted, assist with implementation of the appropriate data collection and surveying for ASD Benefit and waiver functions.	
Collaborate with MSHN CMHSP participants in the coordination of waiver and ASD enrollment and submission of all applications.	
Act as an information conduit between MDHHS, MSHN and CMHSPs on all waiver and ASD matters.	
Review packets prior to submission to MDHHS regarding priority, eligibility, and/or recertification as warranted.	
Maintain the MDHHS Waiver Support Application (WSA) Web-based portal by entering, updating, reviewing, and approving required waiver and ASD information.	
Approve appropriate WSA activity and contact CMHSP designees as needed for information and clarification.	
Direct and participate in Provider Network waiver monitoring activities including communication and development of corrective action plans for noncompliance.	
Timely communication and training for regional HCBS, waiver, and ASD designees as requested on related policies/process, paperwork, compliance expectations, WSA portal, HSW/ASD reports, etc.	
Collaborate with CMHSPs and facilitate with MDHHS the timely transfer of waiver ASD cases inside and outside the MSHN region, as warranted.	
Establish and maintain appropriate working relationships with consumers, network providers, outside agencies, accrediting organizations, etc.	
Perform other duties as defined.	

### **Compensation**

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Deputy Director.

### **Environment & Safety**

#### **Minimum Physical Requirements**

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
- Ability to sit for extended periods of time;
- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

#### **Work Environment**

- Normal office environment; and
- Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

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Employee Signature

Date

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Supervisor Signature

Date

Revision Date: 3/6/2019