



Mid-State Health Network

JOB DESCRIPTION: Integrated Health Administrator	EMPLOYMENT CATEGORY: At-will, Administration
POSITION HIRED BY: Mid-State Health Network (MSHN)	FULL-TIME/PART-TIME: Full-time
SUPERVISOR: Chief Population Health Officer	EXEMPT/NON-EXEMPT: Exempt
MANAGEMENT RESPONSIBILITIES:	Personnel - Yes Resources - Yes

Position Overview:

This position provides leadership and oversight for population health and integrated care initiatives at Mid-State Health Network (MSHN). The Integrated Health Administrator will champion innovative service delivery models related to improving health outcomes and reducing health disparities for individuals receiving MSHN-funded behavioral health and/or substance use services. This position will work closely with Community Mental Health Service Programs (CMHSP) and Substance Use Disorder Service Providers (SUDSP) during all phases of planning, development, and implementation of integrated health initiatives at the provider level. This includes but is not limited to Certified Community Behavioral Health Centers (CCBHCs), Behavioral Health Homes (BHH), Substance Use Disorder Health Homes (SUDHH), integrated health quality performance metrics, and evidence-based population health practices.

Additionally, the Integrated Health Administrator will provide technical assistance, oversight, and monitoring related to data collection and reporting requirements as necessary to fulfill MDHHS contractual requirements. The ideal candidate will possess knowledge of the practices of the principles of population health and integrated service delivery models, as well as an understanding of the structure of Michigan’s publicly funded behavioral health and substance use disorder system.

This position requires strong listening skills, advanced attention to detail, effective project management and exemplary organizational skills, a data based, analytical and pro-active approach to problem-solving, ability to function independently and take initiative, as well as the ability to be effective, flexible, and efficient, both individually and as part of a team. This position calls for excellent written and oral communication skills and a clear understanding of confidentiality issues.

This position is responsible for carrying out all activities of the Pre-Paid Inpatient Health Plan (PIHP) in such a manner that fulfills the organization’s mission, strategic priorities, and assures compliance with policies and procedures.

Qualifications

Minimum Qualifications

- Master’s degree in nursing, public health, epidemiology, health care administration, social work, or a related human services or healthcare field
- Appropriate clinical licensure, in good standing, if applicable
- Four (4) years of experience in behavioral health or substance use treatment service delivery or public health
- Knowledge of principles and practices of continuous quality improvement
- Capacity to use data to inform decisions and recommendations regarding program development, quality improvement, resource allocation and expansion of best practices.

- Knowledge and experience in distilling and presenting complex information into high-level written reports and/or high-quality delivery of presentations.

Preferred Qualifications

- Strong experience with integrated health initiatives (CCBHC, SUDHH, BHH)
- Strong experience and knowledge with project management.
- Strong knowledge of the Michigan Public Behavioral Health System
- Experience working in a Michigan Community Mental Health Services Program, licensed substance use disorder treatment program, or a Pre-Paid Inpatient Health Plan
- 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 behavioral health and substance abuse services.
- Lived experience with behavioral health issues is desired.

Required Skills

- Excellent organizational skills and ability to prioritize a workload amid often competing priorities
- Excellent interpersonal and human relations skills
- Strong data management and analytic skills
- Cultural competency, sensitivity, and the ability to respond to all persons with patience, professionalism, and empathy
- Ability to work in a self-directed environment and meet established deadlines
- Excellent verbal and written communication skills
- The ability to present complex information in a concise, understandable format
- Ability to interact positively and collaboratively with Community Mental Health Service Programs (CMHSP) and Substance Use Disorder Service Providers (SUDSP), co-workers, 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

<u>Responsibilities</u>	<u>Designated Back-Up</u>
Provide leadership and coordination of Certified Community Behavioral Health Centers (CCBHC), Substance Use Disorder Health Homes (SUDHH), and Behavioral Health Homes (BHH) initiatives in the MSHN region, including facilitation of regional workgroups for each initiative.	Integrated Health Coordinators
Act as the liaison between Health Home Partners (HHPs), CCBHCs, MSHN, and MDHHS to ensure comprehensive care services are provided in compliance with State-issued handbooks and MSHN quality guidelines.	Integrated Health Coordinators
Coordinate internal cross-departmental project teams for the development, planning, and implementation of integrated health strategic initiatives.	Chief Population Health Officer
Provide day to day oversight for all aspects of MSHN Integrated Health team, including direct supervision of Integrated Health Coordinators and Assistant. Assure effective and efficient Integrated Health team functioning.	Chief Population Health Officer
Monitor Health Home performance, make recommendations for improvement, and participate in agency and regional quality improvement efforts.	Integrated Health Coordinators

Under the direction of the Chief Population Health Officer, recommend and develop regional policies and procedures for integrated health strategic initiatives such as Certified Community Behavioral Health Centers (CCBHC), Substance Use Disorder Health Home (SUDHH), and Behavioral Health Home (BHH).	Chief Population Health Officer
Support the Chief Population Health Officer with implementation of regional initiatives in support of MSHN strategic goals and priorities.	Chief Population Health Officer
Provide quarterly reports monitoring the performance of regional integrated health initiatives such as Certified Community Behavioral Health Centers (CCBHC), Substance Use Disorder Health Home (SUDHH), and Behavioral Health Home (BHH).	Integrated Health Coordinators
Provide an annual report to evaluate regional capacity for expansion of integrated health initiatives, including analysis of fiscal and staff resources needed to support expansion.	Integrated Health Coordinators
Assist with revision, implementation, and monitoring of the MSHN Population Health and Integrated Care Plan at the direction of the Chief Population Health Officer.	Chief Population Health Officer
Participate in external quality review activities for areas related to population health and integrated care initiatives.	Chief Population Health Officer
Develop and implement a retrospective utilization management review process to confirm medical necessity of CCBHC services.	Chief Population Health Officer
Develop and implement a monitoring process to ensure appropriate billing of health home services in partnership with MSHN Finance and Quality Assessment Performance Improvement teams.	Chief Population Health Officer
Provide project support for the implementation of patient portal and other health technology to improve care coordination and facilitate communication between healthcare providers and persons served.	Complex Care Coordinator
Participate in CCBHC monitoring activities as requested or directed by MDHHS. Provide technical assistance to regional CCBHC partners to ensure compliance with all state and federal CCBHC requirements.	Integrated Health Coordinator
Establish and maintain positive working relationships with beneficiaries, network providers, community partners and regulatory agencies. Ability to respond to inquiries or concerns with a supportive approach and to involve other internal and/or external stakeholders in the issue resolution process.	N/A
Observe all rules of confidentiality as it relates to beneficiary protected health information, both internally and in dealing with outside individuals and/or agencies.	N/A
Be knowledgeable about and actively support: <ul style="list-style-type: none"> • culturally competent recovery-based practices, • person centered planning as a shared decision-making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, and • a trauma informed culture of safety to aid consumers in the recovery process • principles and practices of diversity, equity, and inclusion 	N/A
Perform other duties within the scope of the position and as requested/required.	N/A

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 and MSHN Chief Behavioral Health Officer.

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

- Remote home office environment with occasional (monthly) in-office attendance
- 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.

Employee Signature Date

Supervisor Signature Date