

State of Connecticut  
The Department of Social Services  
Job Opportunity

**HEALTH PROGRAM ASSISTANT 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: November 14, 2013**

**Closing Date: November 21, 2013**

The Department of Social Services is currently accepting applications for eight (8) Health Program Assistant 1 positions within the Division of Health Services. Units include: Dental Unit, Money Follows the Person Unit, Medical Operations Unit and Medical Policy & Consultation Unit in the Central Office location, 25 Sigourney Street, Hartford, CT 06106

**Eligibility Requirements:** Applicants must have taken and passed the current Department of Administrative Services Examination Number 043160 for Health Program Assistant 1. State of Connecticut Employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the Examination prior to the above closing date to qualify for this vacancy.

**Open To:** The Public and State Employees

**Position:** Health Program Assistant 1 (FP-19)

**Position #76741 – Dental Unit**

**Position #106509 – Money Follows the Person Unit**

**Position #106497, 106498, 106499 – Medical Operations Unit**

**Position #106494, 106495, 106496 – Medical Policy & Consultation Unit**

**Bargaining Unit:** P-1 New England Health Care (1199)

**Hours:** Monday through Friday  
40 Hours/Week

**Salary Range:** \$52,717.00- \$70,330.00 Annually

**Location:** 25 Sigourney Street, Hartford, CT

**Dental Unit:** Manages the Dental ASO, coordinates dental benefits among different providers, reviews clinical materials for administrative hearings, staffs the Dental Policy Advisory Committee as well as provides oversight of the lead abatement and health homes programs. The Dental Unit will also have oversight of Non-Emergency Medical Transportation (NEMT). The Health Program Assistant 1 will act as lead liaison to Logisticare regarding contract obligations and to staff monthly provider work group meetings.

**Health Program Assistant 1**

**Money Follows the Person Unit:** Responsible for the state's "re-balancing" efforts to shift the focus of spending on long-term services and supports from institutional settings to home and community-based options. The Health Program Assistant 1 position will fulfill duties associated with implementation of the Balancing Incentive Program (BIP), MFP and other initiatives. The primary focus of the position will be on data analytics and reporting, analysis, metrics under the Rebalancing Plan, and multiple data sets required under the BIP.

**Medical Operations Unit:** Manages how all medical programs are operationalized to reimburse providers via the Medicaid Management Information System (MMIS), including fiscal agent services provided through a contract with HP Enterprise Services (HP); also responsible for the Medicaid Electronic Health Record (EHR) incentive program and related Health Information Technology (HIT) initiatives. The Health Program Assistant 1 positions will report to a Health Program Associate. These positions will serve as internal resources and lead expert in the program's provider education and outreach campaign for the Medicaid EHR Incentive Program; will assist in maintaining and operating the process whereby eligible providers seeking Medicaid EHR Incentive payments submit applications for review and approval for payment; serve as an internal resource and subject matter expert in the IT support of clinical quality improvement initiatives, including meaningful use planning and performance metrics.

**Medical Policy & Consultation Unit:** Provides clinical consultation to all DSS activities as well as assists clinical review of the medical ASO, interprets federal and state statutes and regulations toward development of Department policies and procedures; creates and updates fee schedules; determines Department health program coverage guidelines; provides staff support to the State Plan Amendment process. The Health Program Assistant 1 positions will answer questions from providers, clients, other DSS staff and legislators; update fee schedules on an annual basis; complete ad hoc analyses and reports to support policy changes; and assist with new initiatives on an ad hoc basis.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; knowledge of state and community organizations and programs involved in health field; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**Note: These positions may be filled by candidates from mandatory Transfer, Reemployment and Sebac lists which we are obligated to use.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria L. Taylor, Principal Human Resources Specialist**  
**Department of Social Services**  
**25 Sigourney Street – 12<sup>th</sup> Floor**  
**Hartford, CT 06106**  
**FAX: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS THURSDAY, NOVEMBER 21, 2013**  
**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**