



STATE OF ARKANSAS
**Department of Finance
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

December 18, 2013

Representative Andrea Lea, Co-Chairman
 Senator Uvalde Lindsey, Co-Chairman
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Human Services, Division of Medical Services (DHS/DMS) for your review.

The DHS/DMS is requesting one (1) position from the position pool established by Arkansas Code Annotated §21-5-225 (a) (1). The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22112007	Administrative Specialist II	C073C	C109
22097413	Administrative Specialist I	C087C	C106
22104180	Administrative Specialist I	C087C	C106

CLASSIFICATION REQUESTED

Audit Coordinator	A044C	C122
-------------------	-------	------

JUSTIFICATION

The Arkansas Department of Human Services, Division of Medical Services (DHS/DMS), is requesting to surrender the three positions listed above and requests an Audit Coordinator, grade C122, from the position pool.

The state of Arkansas received a \$42 million State Innovation Model (SIM) grant to support the development and testing of a new multi-payer payment and health care delivery system, as a result of the Arkansas Health Care Payment Improvement Initiative (AHCPII) through September of 2016.

Representative Andrea Lea, Co-Chairman
Senator Uvalde Lindsey, Co-Chairman
December 18, 2013
Page 2

The agency wishes to utilize this position to provide oversight of healthcare provider processes as it relates to the Medical Assistance and Payment Improvement program. In addition, this position will function as the primary point of contact for the Office of Medicaid Inspector General by maintaining and coordinating data records and case referrals.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one pool position for the classification of Audit Coordinator, A044C, grade C122.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

DEC - 5 2013

Date

HMS/JD:1-2



Arkansas Department of Human Services
Office of Finance and Administration
Human Resources

PO Box 1437, Slot WG1 Little Rock, AR 72203-1437 Tel: 501-682-6455 Fax: 501-683-4351

December 4, 2013

Mr. Herbert Scott
 State Personnel Administrator
 Department of Finance and Administration
 Office of Personnel Management
 1509 West 7th Street
 Little Rock, Arkansas 72203

RE: Supplemental Pool Position Request
 Division of Medical Services

Mr. Scott:

The Division of Medical Services is requesting one (1) position from the Office of Personnel Management's position pool. The need for this position is to manage the provider and program review process as it relates to the Medical Assistance Program and the Arkansas Payment Improvement Initiative. The requested position is:

Number of Positions	Authorized Job Title	Class Code	Grade
1	Audit Coordinator	A044C	C122

In exchange for the requested position, the division offers the surrendering of the following three positions:

Position # Surrender	Authorized Job Title	Class Code	Grade
22112007	Administrative Specialist II	C073C	C109
22097413	Administrative Specialist I	C087C	C106
22104180	Administrative Specialist I	C087C	C106

A letter of justification is attached for your review. If you have any questions or need for additional information, please give me a call at (501) 683-5928.

Sincerely,

George Bryant
 DHS Human Resource Manager

attachments



Division of Medical Services

P.O. Box 1437, Slot S416
501-682-8366 · Fax: 501-682-8873



October 15, 2013

To Whom It May Concern:

Re: Position Request Justification
Medical Assistance Audit Coordinator C122

This position is needed to manage the provider and program review process as it relates to the Medical Assistance program and the Arkansas Payment Improvement Initiative. The Medical Assistance Audit Coordinator will work under the general direction of the DMS Assistant Director for Policy, Programs and Contracts Oversight Unit and is responsible for overseeing and coordinating the examining and analyzing of accounting records, compliance audits, and implementing quality assurance programs to verify the accuracy and overall efficiency of internal fiscal and administrative controls including new initiatives and programs aimed at restructuring current Medical Assistance programs and payment policies.

The move of all of the positions within the Program Integrity Unit to the Office of Medicaid Inspector General has also necessitated the role of primary point of contact for the Division of Medical Services for the Office of Medicaid Inspector General. This position will serve as that point of contact and will also maintain and coordinate data and records provided to and from the Office of Medicaid Inspector General. The position is also responsible for managing the process for referrals to the Office of Medicaid Inspector General for investigation including follow up and status reports regarding referrals.

A handwritten signature in cursive script that reads "Sheena Olson".

Sheena Olson
Assistant Director
Program & Provider Management