

Medicaid Program Compliance Officer

Responsible for AHD's Medicaid compliance program and oversight of day-to-day operations. Through Quality Assurance efforts, ensures effective and efficient ongoing checks and balances, for OMH Residential Programs and Supportive Service Programs.

Supervisor: Chief Financial Officer or designee

Education/Qualifications:

- BS or MS degree in business, engineering, computer science, or healthcare related field
- Minimum (1) one year of quality assurance experience required.
- Prior Supervisory experience required.
- Extremely detail oriented; appreciates analyzing and documenting processes; seeks process improvement opportunities; effective communicator.
- Excellent analytical and problem-solving abilities to identify and recommend solutions for compliance risks.
- The ability to work proactively, efficiently and collaboratively.
- Demonstrate a strong work ethic.
- Obtain and Maintain Administration training and access in AWARDS program.
- Valid driver's license and an acceptable driving record.

Key Job Functions:

- Oversight, implementation and maintenance of an effective compliance program pursuant to Provider Compliance Programs to conform to Social Service Law (SOS) § 363-d.
- Annually or as otherwise necessary, draft, implement, and update, a compliance work plan to conform to changes in Federal and State laws, rules, regulations, policies and standards.
- Develop written policies and procedures; in a continuous effort to meet requirements of reducing Medicaid fraud, waste and abuse prevention and comply with the types of written policy and procedures required under Social Service Law (SOS) § 363-d to develop and maintain.
- Develop a Medicaid fraud, waste, and abuse system to report cases of Medicaid fraud, waste and abuse procedures manual to be used by OMH Residential Staff and Supportive Services Staff
- Develop and publish a Medicaid fraud, waste and abuse public awareness program, and the publication of the policy and procedures to report, return and explain overpayments made to an AHD Medicaid program.
- Assist AHD in establishing methods to improve efficiency, quality of services, and reducing the vulnerability to fraud, waste and abuse.
- Identify and forward suspicions of Medicaid fraud, waste and abuse to the Lead Investigator (Human Resource Executive) for internal investigation
- Provide documentation to Lead Investigator (Human Resource Executive) and respective Program Director; in an effort to assist with the internal investigation.
- In partnership with the Lead Investigator (Human Resource Executive), report cases of Medicaid fraud, waste and abuse to OMIG and in accordance with the Medicaid program, when substantiated through internal investigation.
- Reviews all Medicaid documentation to ensure adherence to Medicaid regulation and alerts Director and Program Supervisors of documentation deficiencies.
- Collaborates with Director of OMH Residential and Director of Supportive Service programs in the development of effective training, that residential and supportive services staff are required to attend.
- Establishes training and education frequencies for residential and supportive service staff, as a means of continued compliance with Medicaid and all other regulators and funders.

Medicaid Program Compliance Officer - contd.

- Reviews program contracts i.e., residential, supportive service programs to assure compliance with all contract and regulatory authorities.
- Reports “on-site” of all Residential and supportive service program locations to review resident and client files.
- Conducts random quality assurance audits of residential and supportive service program client files to identify areas of concern, deficiencies, potential risk and communicates with applicable director to inform and create a plan of action to reduce continued error and/or risk.
- In partnership with Residential and Supportive Service programs develops and implements monitoring tools/activities essential to quality reporting.
- Effectively and proactively communicates regulatory (OMIG, OMH, HUD, NYS Justice Center etc.....) authorities’ requirements to applicable staff, program supervisors, and executive team.
- Offers assistance and guidance to OMH Residential and Supportive Service program directors, supervisors, and staff with relevant and sufficient documentation for positive outcomes.
- Develop and disseminate a client satisfaction survey every (6) six months.
- Supervisory responsibility for Medicaid Program Compliance Specialist, including but no limited to training coaching, performance evaluation, time and attendance.

Arbor Housing and Development Expectations

- Demonstrate *Arbor Housing and Development’s Standard of Acceptable Behavior* in every client/tenant/peer/supervisor/director and external partner interaction.
- Adheres to Work Schedule/Attendance and Punctuality as defined in Arbor Housing and Development Personnel Policy Manual, *current version*.
- Communicates regularly with Chief Financial Officer, Chief Executive Officer, Human Resources Executive, Director of Residential Services and Director of Supportive Services on position needs, and concerns.
- Effectively discharge the key job functions of your job in accordance with OMIG, Residential, and Supportive Service rules, regulations, best practices and AHD Code of Conduct and acceptable workplace behavior.
- Support a Non-Discrimination/Anti-Harassment/Sexual Harassment free work environment,
- Foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual
- Other duties and assigned by Chief Financial Officer

Physical Demands / Environment

- Continuous mental and visual attention required.
- Otherwise sits, stands, walks, reaches with hands and arms.
- Works remotely with ability to report “on-site” when requested and/or needed.

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

