



HCBS COORDINATOR

Qualifications

A BA in Liberal Arts or in a Human Services Field. Ability to multitask, detail-oriented, facile with written and oral communication.

Job Responsibilities

• Timesheets

- Time sheets for all Community Habilitation and Respite workers must be thoroughly read and approved each Monday before noon to make sure that they comply with OPWDD standards. This is time sensitive.
- All approved timesheets must be copied and submitted to HR for payroll and billing purposes.
- Follow up with employee(s) who do not submit timesheets each week.
- Enter Respite hours on OPWDD's website.

• Employee Contact

- Employees must be contacted on a regular basis via phone calls and memos to obtain information & update them on policy mandates.
- Field phone calls from employees about timesheets, paychecks, family issues, and paperwork needed.
- Work with HR to do employee stop payments and reissuing checks when necessary.
- Conduct employee evaluations annually and submit paperwork to HR.

• Staff Contact

- Interact with SKIP staff to obtain necessary documents and signatures.
- Answer questions about Residential Habilitation & Respite services.
- Coordinate and communicate with other agencies' MSC Coordinators.

• Paperwork

The HCBS Coordinator is responsible for creating plans, obtaining signatures, sending copies to parents and case managers, and maintaining current binders in the department.

- Annual Plans.
- 6 month reviews.
- Addendums for change in valued outcomes or service.
- Maintain on-going wait lists for Community Habilitation and Respite.
- Obtain current LOC's and ISP's from the case managers for the department binders.
- Review OPWDD rosters to ensure that the correct names/consumers are registered.
- Submit corrections to rosters by sending the correct information to the appropriate DDP Coordinators.
- Obtain HIPPA authorization forms for consumers who do not get MSC at SKIP.

• Consumer Site Visits

- Coordinate with the case manager and family to visit each consumer at least once per year to go over the annual plan (Goal is 5 consumers per month)
- Speak with parents on a regular basis about the service in general, goals, employees working with their children etc.
- **Contracts and Utilization**
 - Maintain contract at 90% or higher. This entails on-going scrutiny to monitor increases and decreases in each contract.
 - Contact parents to offer temporary utilization in order to get contract percentage maintained.
 - Research potential consumers to backfill slots and present options to management. Once decided, notify case manager and supervisor to proceed with paperwork.
 - Track OTPS funds.
 - Prepare and send out quarterly utilization reports to parents and management.
 - Prepare for quarterly management meeting.
- **Budgets**
 - Prepare budgets for new consumers who transfer their services to SKIP.
 - Submit budgets to the appropriate DDSO and follow up in order to obtain approvals to start services.
- **Billing**
 - The HCBS Coordinator checks the Community Habilitation and Respite billing and payroll hours with an HR team member on a weekly basis.
 - Resolve all department billing issues with Controller
 - For consumers who do not get a MSC at SKIP, on a regular basis, call the automated MMIS phone system to verify Medicaid eligibility.
- **Interviewing**
 - Assist Recruiter when needed to interview potential applicants, follow up on the application process, notify parents of pending start dates, and submit paperwork to HR.
 - Do evaluations, orientation, set up fingerprinting appointments when needed.
- **Miscellaneous Tasks**
 - Make sure that all paper work is filed in a timely manner.
 - Be audit ready.

Salary

Based on experience