

## **CHILDREN WITH SPECIAL HEALTHCARE NEEDS COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for coordinating and administering financial, educational, medical and transportation related services to children with mental and/or physical disabilities. The work is carried out in accordance with well-established procedures. The incumbent receives and reviews tracking and accounting forms and bills, prepares automated voucher listings, and gathers necessary information for Medicaid billing. The incumbent serves as the Early Intervention Official Designee under State Health Department guidelines and is a member of all local school district Committees on Preschool Special Education under State Education guidelines. The incumbent also examines the Home and Community Based Service needs and home modifications under the State Office of Mental Retardation and Developmental Disabilities guidelines. The incumbent gathers and reviews evaluations to determine eligibility and needed services. The work involves coordinating activities with Family Court, various school districts, social service agencies, insurance companies, state and local agencies, identifying problems that may affect the use of outcome of services provided under the program and arranging referrals to appropriate resources for families requiring assistance. The work is performed under the general supervision of a higher-level supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Receives reimbursement request forms from school districts relative to program and evaluation services and reviews forms for completeness and accuracy;
- Requests changes from school districts in the event of error to ensure maximum reimbursement;
- Submits completed forms to the State Education Department, State Health Department and State Office of Mental Retardation and Developmental Disabilities for approval;
- Reviews bills from service providers for completeness and accuracy and authorizes payment of vouchers to the County Legislature;
- Records authorized payments to individual student accounts;
- Creates and maintains an automated voucher listing of payments made to each child in the program;
- Creates and maintains records and source documents relative to preschool early intervention services including billings, therapy notes, transportation logs and student rosters;
- Monitors all necessary back up documentation necessary to properly bill Medicaid for pre-kindergarten and early intervention services including medical services, medical insurance information and permissions to bill third party insurance;
- Serves as a member and attends meetings of the Committee on Preschool Education and determines eligibility for services and services needed;
- Ensures receipt of preschool evaluations and interprets evaluations prior to committee meetings;
- Reviews monthly reports, attends conferences, and maintains knowledge of Federal, State and local laws and programs relating to financial and service delivery assistance for the committee;
- Creates and revises bid specifications for transportation, advertises for bids and makes recommendations regarding bid awards;
- Monitors on a weekly basis the transportation arrangements for children receiving services and promotes and implements alternative transportation services when cost effective;
- Meets with State and County department representatives and health insurance companies to determine eligibility for third party financial assistance and reimbursement as required;
- Creates a variety of reports relative to early intervention, pre-school and waiver services program operations;
- Performs routine duties such as answering the phone, maintaining files, providing information to the public, and operating various office machine equipment including fax machines and photocopiers.
- Attend all required compliance training

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of financial, educational, medical and transportation services available to preschool children with mental and/or physical disabilities;
- Good knowledge of Federal, State and local laws, regulations and procedures relative to reimbursement methods for preschool services to children with mental and/or physical disabilities including Medicaid;
- Good knowledge with all policies of this agency;
- Good knowledge of modern office terminology, procedures, equipment and business English;
- Working knowledge of public and private sector resources for providing services to preschool children with mental and/or physical disabilities;
- Working knowledge of child development;
- Working knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;
- Ability to edit bills, forms and other documents for accuracy and completeness;
- Ability to determine eligibility for program services;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to analyze and organize data and prepare records and reports
- Ability to organize and maintain accurate records and files;
- Ability to establish and maintain effective working relationships with others;
- Ability to perform close, detailed work involving considerable visual effort and concentration;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with others;
- Ability to plan and supervise the work of others;
- Ability to be sensitive to any situation that could lead incumbent or others to engage in actions that would violate agency's policies;
- Ability to ensure that all personnel under incumbent's supervision consistently act in accordance with all policies of this agency;
- Ability to monitor potential compliance issues within the incumbent's scope of authority;
- Ability to communicate to each individual under the incumbent's responsibility for maintaining compliance with all of the policies of the agency;
- Ability to model compliance and ability to foster open communication regarding compliance with the agency policies;
- Ability to report any violations or suspected violations of the agencies policies promptly;
- Ability to ensure appropriate compliance training of each individual under their supervision
- Ability to understand and interpret complex oral instructions and/or written directions;
- Physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in health, public or business administration or closely related field; and one (1) year of experience in health or human services that included planning, resource allocation, program evaluation, or.

(b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in health, public or business administration or closely related field; and three (3) year of experience as defined in (a).

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

09/18/2007

10/30/2007