

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE **Medicaid Outreach Coordinator**

QUALIFICATIONS:

1. Minimum of Associate Degree with an emphasis in Business & Training Development, Bachelors Degree preferred or equivalent of work experience
2. Knowledge of the federal guidelines of the Illinois Guide for School Based Health Services Administrative Outreach Claiming dated November, 2004.
3. Knowledge of the Direct Service guidelines Chapter U-200 is a plus.
4. Experience in use of Technology including but not limited to use of the Internet, Microsoft Word, and Excel.
5. Knowledge of special education services including IEP's.
6. Ability to work effectively with IDFHS, Administrators, office staff, teachers, and bookkeepers of all member districts.

REPORTS TO: Appropriate Supervisor

TERMS OF EMPLOYMENT:

The contract will be for 205 days per fiscal year. Actual work hours will be determined by the Business Manager and/or Director of Special Education. The position requires a minimum of one week in July to process the 4th quarter Outreach claim. Salary will be determined by education and experience

PRIMARY FUNCTIONS:

1. The coordinator will provide training and training materials for Tri-County Special Education and member school districts as needed throughout the year.
2. The coordinator will need the knowledge/ability to answer questions from time study participants and identify the proper A-I categories utilized
3. The coordinator will provide quarterly reports on all monies received by the member districts and those anticipated to the Business Manager
4. The coordinator will provide in-service training for all time study participants yearly as required by Health Care and Family Services (HFS) and monitor participants on time study days
5. The coordinator will keep informed on Federal Guidelines provides by HFS and Center for Medicare and Medicaid Services (CMS)
6. The coordinator will process the Outreach claim quarterly for Tri-County Special Education and member school districts and provide and explain reports to all parties created from said claims.

7. The coordinator will create memos, letters, forms, etc. for Tri-County Special Education and member school districts to communicate updated information.
8. The coordinator will review all Outreach claims and notify member districts of any errors prior to claims being processed.
9. The coordinator will work cooperatively with the Direct Service Claims Coordinator and share information from HFS.
10. The coordinator will maintain time study and financial data as per State guidelines.

ADDITIONAL RESPONSIBILITIES:

1. The coordinator will assist member school districts on ways to enhance funding if available.
2. The coordinator will serve as a lobbyist for Medicaid funding on behalf of all member districts.
3. The coordinator will keep updated detailed instructions of how to do the required functions of the position.
4. The coordinator will share/exchange information and procedures with the Medicaid Direct Service Claims Coordinator and fill in for said position in case of an emergency.
5. Other duties as assigned by the Business Manager and/or Director of Special Education.

11/07