

### MFP Staffing Duties

Project Director	<p>The primary role and responsibility of the Project Directors is to direct or assist the activities for Maryland’s Money Follows the Person demonstration. This will include: reviewing and developing policies; serving as liaisons with interested groups, individuals, agencies, and the legislature concerning the demonstration; developing and implementing rules, regulations, standards, and controls for carrying out and completing the demonstration; preparing the budget for the assigned programs; completing required federal reporting; supervision of staff; and performing other related duties. The Project Director directly supervises the Associate Project Director, the Housing Director, the DDA Statewide Transition Coordinator and the MFP Finance Specialist.</p>
Associate Project Director	<p>The primary role and responsibility of the Project Directors is to direct or assist the activities for Maryland’s Money Follows the Person demonstration. This will include: reviewing and developing policies; serving as liaisons with interested groups, individuals, agencies, and the legislature concerning the demonstration; developing and implementing rules, regulations, standards, and controls for carrying out and completing the demonstration; preparing the budget for the assigned programs; completing required federal reporting; supervision of staff; and performing other related duties. The Associate Project Director supervises the MFP Policy Analyst, MAP Specialist, and Data Specialist.</p>
MFP Policy Analyst	<p>The primary role of the MFP Policy Analyst is to identify opportunities to improve Maryland’s behavioral health support system; develop relationships with and gather input from behavioral health providers, advocates, and consumers; provide training and consultation to MFP contractors on coordinating behavioral health services and supports for MFP participants; and to provide direct support in coordinating these services as issues arise during the transition process. The MFP Policy Analyst also assists with other rebalancing related programs such as Community First Choice.</p>
Data Specialist	<p>The primary role of the Data Specialist is to assist the reporting and quality activities for the demonstration. This includes developing relationships with and gathering data from MFP partners, contractors, staff, and providers to monitor the efforts and outcomes in order to complete required State and Federal reporting. This position will also maintain accountability to the MFP stakeholders by generating monthly reports and responding to data requests.</p>
MFP/MAP Specialist	<p>The MAP Specialist assists with the Maryland Access Point (MAP) initiative. This includes reviewing and developing policies related to the expansion of MAP sites including, integrating MFP activities such as options counseling within the MAP site functions, assisting with sustainability planning, and developing template agreements to be used by the various agencies that make up the MAP site which include protocols for data sharing, cross referrals, and co-location.</p>
Housing Director	<p>The primary purposes of this position are to supervise three staff within the Money Follows the Person (MFP) Division (one Health Policy Analyst Associate working as a housing specialist and two Medical Care Program Specialist II staff working as quality and compliance specialists) and direct policy development related to affordable and accessible housing for MFP participants and other individuals that receive long-term services and supports. This will include: coordinating schedules and directing, reviewing, and evaluating the daily work of the three specialists. This position will formalize policies and procedures for the specialists; review and develop policies and training materials related to the provision of housing assistance and development of housing opportunities for MFP participants; review new and existing policies and apply knowledge to ensure compliance with Federal requirements; and provide direct training and support on the development of housing opportunities to supports planning agencies and partners such as staff of Maryland Access Point sites, public housing authorities, and other stakeholders. This position will provide training and technical assistance to supports planners, act as a liaison with the Local Health Departments, Plan of Service Unit, the Community Options Administrative Division, the Eligibility Determination Division, and the Division of Quality Compliance and Review in issues related to policies and regulations for the program and to ensure that the eligibility time frames are met so that the program can meet MFP transition benchmarks as required by federal grant requirements and other duties as assigned.</p>

Housing Specialist	The primary role for the Housing Specialist positions is to provide direct housing assistance to MFP applicants including locating and securing community-based affordable housing and providing time-limited case management support as needed for NED category II voucher recipients that are not eligible for other case management services. The specialists will also provide training and support to MFP partners and case managers.
2 MFP Quality Specialists	The Money Follows the Person (MFP) Quality and Compliance Specialists will develop and apply medical assistance policies and regulations for the MFP Demonstration related to participant eligibility and reportable events. MFP Quality and Compliance Specialists verify eligibility, make recommendations for enrollment and disenrollment of participants, provide consultation to participants, providers, and supports planners in issues related to policy and regulations for the programs. Specialists will also perform audits of eligibility related time frames and resolve problems related to enrollment. Specialists monitor utilization and compliance with program rules to ensure compliance with federal rules and regulations. MFP Quality and Compliance Specialists will also interpret and apply policy and regulations for participants, providers, and other partners in regard to Reportable Events, acting as a liaison for the Department, communicating guidance, developing and conducting training, and offering consultation and technical assistance to both MFP participants and providers. Specialists provide guidance to support staff and other personnel of the Department. MFP Quality and Compliance Specialists make recommendations for changes to services or internal policies to mitigate common risk factors and improve quality for MFP participants.
DDA Transition Coordinator	The primary role of the Statewide DDA Transition Coordinator is to coordinate all aspects of the demonstration related to individuals with intellectual disabilities who qualify for funding from the DDA. The Transition Coordinator develops strategies for the smooth transition of individuals out of institutions, identifies individual candidates for transition to home and community-based services, monitors contracts and grants related to the MFP project, and supervises the work of the community placement specialists.
2 DDA Community Placement Specialists	The primary role of the two Community Placement Specialist positions is to work with identified individuals in State Residential Centers and nursing facilities to assist in their transition to community-based services through MFP. Direct services include conducting outreach in nursing facilities including providing outreach to individuals with PASRR indicators for developmental or intellectual disabilities, providing consumer education and options counseling on community-based services options, assisting the transition teams in identifying and overcoming barriers to transition, utilizing the MFP web-based tracking system to document activities and consumer progress, documenting all transition-related activities and completing all required Federal and state reporting for the MFP demonstration acting as a liaison between DDA regional offices and the transition team.
Finance Specialist	The Finance Specialist's role is to manage all of the finances for the demonstration. The finance specialist will monitor the accrual and expenditure of MFP service dollars and administrative funds; prepare the budget and grant funding requests; complete MFP adjustments & accruals, act as a liaison with the Budget and Management Office and General Accounting; compile rebalancing spreadsheets to account for total MFP funds; compile budget reports and benchmark data for the required CMS Semi-annual Report; prepare and submit the quarterly MFP expenditure report to CMS; complete quarterly grant payment memos for the grantees; complete quarterly MBE reports on all contracts; review and adjust expenditure and revenue ledgers; monitor Federal grant award account for undrawn award balances; reconcile draws to Federal Fund share of Department-wide MFP expenditures; review and approve MFP-related invoices; respond to inquiries from contractors regarding payments; review and sign-off on MFP staff and partner requests for funds for conferences, training, and travel; and respond to legislative and CMS requests for MFP budget information.