



Value-Based Purchasing Project Manager JOB DESCRIPTION

CREATED: February 2012

SUMMARY of Position Description

The Maine Quality Counts (QC) Value-Based Purchasing Project Manager is responsible for working in collaboration with the Maine Department of Health & Human Services (DHHS), Office of MaineCare Services (Maine Medicaid) to implement and manage the “Accountable Communities” and “Health Homes” components of the Department’s Value-Based Purchasing Strategy. Duties include managing and assisting with operational aspects of the assigned initiatives, including project planning, development and implementation of workplan, convening stakeholders, provider outreach, communications, and reporting.

PROJECT BACKGROUND

Maine Quality Counts and the Office of MaineCare Services under DHHS are partners on a payment reform grant from the Maine Health Access Foundation to develop and implement the Department’s Health Homes and Accountable Communities components of its Value-Based Purchasing (VBP) Strategy. Information on the DHHS VBP strategy is available at: <http://www.maine.gov/dhhs/oms/vbp>.

Accountable Communities: The Accountable Communities Initiative, based on an Accountable Care Organization (ACO) model, will allow the Department to engage in alternative payment arrangements with qualified provider organizations that provide services to a specified MaineCare member population for an agreed upon shared savings and/or risk payment arrangement. Quality of care and patient experience will be measured and incorporated into payment models alongside the cost of care.

Health Homes: States may implement “Health Homes” initiatives under Section 2703 of the federal Affordable Care Act. In Maine, primary care practices that are able to provide a “medical home” to MaineCare members will partner with Community Care Teams that coordinate care and community-based services for high need members to form Health Homes that serve members with chronic conditions.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Bachelor’s Degree in health, public policy or public administration related field; Master’s Degree preferred.
2. Experience in project management, administrative practices, and healthcare systems management normally acquired during 3 to 5 years of related work experience.
3. Excellent project management skills with demonstrated experience in managing wide range of administrative and/or clinical projects with excellent organizational skills.
4. Excellent oral and written communication and presentation skills.
5. Excellent relationship management skills.
6. Facility with interpretation and presentation of data; analytic skills preferred.

7. Ability to work independently and to collaborate with teams of individuals in diverse settings, with solution-oriented approach.
8. Knowledge of Maine healthcare environment and Medicaid preferred.
9. Knowledge of computer software, including Microsoft Office.

ESSENTIAL FUNCTIONS AND PERFORMANCE EXPECTATIONS

1. Project management

- Collects relevant data and background information needed to ensure successful development of project workplan, including review of related materials, policy analysis, and stakeholder meetings when appropriate.
- Develops project workplan and timeline, and monitors timeline to assure timely completion of program tasks.
- Convenes and provides staff support to project teams, workgroups, and other meetings as necessary, including preparation of meeting agendas and materials, facilitating meetings, preparation of meeting minutes, and ensuring appropriate follow up of action items.
- Manages provider application and qualification process for Accountable Communities Initiative.
- Provides outreach and serves as liaison to provider organizations participating in Accountable Communities and Health Homes initiatives; builds and maintains excellent relationships with provider organizations.
- Develops and disseminates project materials and communications as needed.
- Manages all aspects of grant management and reporting.
- Produces summary project reports summarizing key goals, accomplishments, and outcomes.
- Stays abreast of new developments and industry trends related to healthcare reform, value-based purchasing and clinical quality improvement.

2. Supports integration with other related initiatives

- Facilitates opportunities to integrate projects with other DHHS, MaineCare and Quality Counts initiatives.
- Develops relationships and works with other community and consumer organizations as appropriate.

3. Ensures appropriate communication with key stakeholders

- Works with QC and MaineCare staff to create and update web-based communications and information.
- Makes presentations to individuals and groups as indicated.
- Writes summaries of program results, and promotes awareness of the project with diverse groups.

WORKING CONDITIONS

- Ability to travel throughout the state of Maine.
- Normal office conditions.

TERM OF EMPLOYMENT

This position is currently funded full time through March 2013 and half time through March 2014.