



Coordinator IV, Student Education Management Systems (SEMS) Medicaid Coordinator

Position Details

Job Code: U7403

Reference Code: A465

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position oversees the Clark County School District's School Health Services Medicaid reimbursement program. This position serves as the business process expert for the school health services Medicaid data management system and other custom data management systems and is responsible for leading the design, coordination, implementation, system testing, professional learning, and support related to the function and use of these systems while monitoring and ensuring compliance with CCSD, state and federal regulations. This position requires coordination with multiple District departments and divisions, outside vendors, public entities, and federal and Nevada State regulatory agencies. This position reports directly to the Director I - SEMS, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop and maintain the infrastructure to enable the District to bill for all Medicaid eligible school health services including; but not limited to, engaging with the third party Medicaid billing agency, outside software development vendors, and a digital mental health service platform to address expanding needs of the District.
2. Facilitate the design and development of complex business processes related to the Medicaid program, related services data management system, and any other Medicaid data management systems; define data to improve affected processes by evaluating current practices and procedures and oversee testing of new processes and development of reports while ensuring compliance with District, state, and federal regulations.
3. Formally serve as the Nevada Medicaid identified managing employee for the District's Medicaid fee-for-service program by representing the District at local and state meetings and with other school districts as well as acting as liaison to the Nevada Department of Education (NDE), Nevada Division of Health Care Financing and Policy (DHCFP), and Student Information Systems (SIS) Services regarding Medicaid programs, related services data management system, any other Medicaid data management systems.
4. Interpret, analyze, and ensure compliance with federal and state laws as they pertain to the Medicaid program, related services data management system, and any other Medicaid systems.
5. Provide technical assistance and management expertise to District and school staff regarding Medicaid.
6. Perform root-cause analysis in identification and resolution of complex problems with the Medicaid program, related services data management system, and other Medicaid systems including the creation of test plans and scripts, documentation of test results, coordinating resolutions including software modifications, vendor support tickets, or change requests, and retesting, as necessary.
7. Facilitate the design, development, implementation, and evaluation of professional learning for users of the related services data management system and any other Medicaid systems, providing subject matter expertise on content for District trainers and developing strategies and instruments for delivery of training.
8. Coordinate the provision of support services to appropriate personnel including personal care assistants, licensed mental health providers, related service providers, and administrators for the Medicaid program, the related services data management system, and other Medicaid systems.

9. Facilitate the creation of documentation to support the implementation and administration of all online Medicaid systems including communication plans, test plans, professional learning plans and materials, and user guides.
 10. Oversee financial reporting and reconciliation of Medicaid fee-for-service revenue and budget.
 11. Coordinate the development, analysis, and delivery of complex data sets pertaining to the Medicaid program, related services data management systems for data-driven decision-making, troubleshooting, data validation, audits, and managing service logs of licensed employee.
 12. Communicates and collaborates with state and local entities, the third-party Medicaid billing agency, outside software development vendors, and a multitude of District departments and divisions.
 13. Supervises and evaluates the performance of assigned staff.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of specific laws, regulations, and practices pertaining to the Code of Federal Regulations (CFR) Title 42 Public Health; Nevada Administrative Code (NAC); Division of Health Care Financing and Policy Medicaid State Plan Amendment and Service Manual, and all other state and federal regulations and policies pertaining to Medicaid.
2. Demonstrate competence with Nevada State Medicaid policy, procedures, and processes.
3. Knowledge of data validation and statistical analysis; knowledge of accounting practices; knowledge of Excel.
4. Knowledge of project management practices, adult learning theories, and communication models.
5. Demonstrate diplomacy, judgment, leadership, problem-solving skills, self-confidence, self-direction, initiative, and accountability.
6. Ability to understand, manage, and communicate complex business processes.
7. Ability to analyze complex problems, identify scope and impact, and develop and communicate solutions.
8. Ability to gather and analyze information and data from a variety of sources.
9. Ability to interpret and analyze the impact of complex federal and state regulations.
10. Ability to work effectively and collaboratively with staff, customers, and external agencies.
11. Demonstrate a high level of oral and written communication skills.

12. Ability to handle a high degree of stress and meet anticipated and unexpected deadlines.
 13. Demonstrate a high level of self-confidence, initiative, self-direction, and strong problem-solving skills.
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Position Requirements

Education and Training

Master's degree from an accredited college or university.

Licenses and Certifications

Hold or be able to acquire by the time of appointment to the position a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching or related service experience in an accredited K-12 public or private school; and be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or have previously demonstrated at least three (3) years of successful licensed teaching or related service experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. Documented experience with Medicaid billing.

Preferred Qualifications

Three (3) years of project management experience.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive

innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/17/22
- Created: 06/17/22