

STATE PLAN FOR TITLE XIX

State of Ohio

OFFICIAL

ATTACHMENT 1.2-A

20-27

ORGANIZATION AND FUNCTIONS OF THE SINGLE STATE AGENCY

42 CFR 431.11(c)

[Brief description; emphasis on functions related to Title XIX of the Social Security Act. Attached is an organizational chart of the Agency.]

See attached pages

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The Ohio Department of Public Welfare is headed by the Director who is appointed by the Governor and who serves as a member of the Governor's Cabinet. The overall responsibility for the direction of the Department of Public Welfare rests with the Director, while the day-to-day operations and coordination is delegated to other members of the Executive Offices.

Executive Offices

All members of the Executive Offices are considered as extensions of the Director and are directly accountable to the Director.

The Executive Offices consist of:

- (1) The Office of the Director - This includes the Director, Assistant Director, Executive Assistant, Legal Counsel and Legislative Liaison.
- (2) The Office of Personnel - Headed by a Director, this office plans, formulates and implements personnel, affirmative action and civil rights policies and procedures. It recruits, interviews and hires all personnel and resolves employee grievances. This office keeps the personnel handbook and all relevant personnel policies current with changes. It also maintains personnel and payroll records and administers the Ohio Department of Public Welfare's personnel and employee relations functions.
- (3) The Office of Staff Development - The Office of Staff Development plans, administers and implements programs of in-service training, out-training and educational leave for state and county public welfare employees and volunteers in public assistance, medical assistance and social services. Employees from non-metropolitan county welfare departments which have no specialized staff development employees are trained directly by staff development training specialists. Administrative supervision of the staff development programs of metropolitan agencies employing their own training personnel is provided by district staff development specialists. These district staff development specialists are supervised by the appropriate district directors.

Liaison is maintained with colleges and universities to encourage curriculum development related to public welfare, to promote field placements in the state and county welfare departments and to influence the career choice of prospective employees. The Office of Staff Development administers the Ohio Department of Public Welfare Educational Resource Center.

- (4) The Office of Public Information - Headed by a Director, this office interprets the Ohio Department of Public Welfare's objectives, policies and programs to the public and to the news media.

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Deputy Director Offices

The functions of the Ohio Department of Public Welfare are separated into four basic areas: program development, implementation and monitoring, administrative support, and data services. These four functions are the responsibility of four deputy directors who supervise various divisions and offices.

The Deputy Director for Administrative Support is responsible for functions performed by the Divisions of Fiscal Affairs, and General Support Services. This deputy provides coordination of most of the functions necessary for the support of the other two major department functions.

The Deputy Director for Program provides the direction and coordination necessary to maintain state plans in compliance with federal and state laws. This area also supervises development of all necessary program instructions for county welfare departments, children services boards, providers and the Ohio Department of Public Welfare. This position is responsible for the coordination of such programs with other departments of state and federal government.

The Deputy Director for Implementation and Monitoring provides, through five district offices, the supervision of specified staff assigned to the district offices. In addition, this deputy has full responsibility for the implementation of all programs and the completion of certain monitoring tasks such as quality control and hearings in an accurate and timely fashion.

The Deputy Director for Data Services provides management and coordination in the design, development, implementation, maintenance and claims processing of medical, public assistance, food stamps, and social services documents. The deputy director is responsible for the Division of Data Systems and the Division of Claims Processing.

Deputy Director for Program Development

This Deputy Director supervises the Office of Research and three divisions: the Division of Medical Assistance, the Division of Public Assistance and the Division of Social Services.

- (1) Office of Research (formerly a part of the Bureau of Research and Statistics) - The Office of Research makes comprehensive studies and analyses of trends, developments and problems relating to the field of public welfare. It also conducts surveys, economic research, population analysis, program evaluation, consultation on programs and related socio-economic and psychological studies. The office conducts action research (applied research including experiments, demonstrations and pilot implementations) to provide improved methods and solution to problems in the welfare system.

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(2) Division of Medical Assistance

The Division of Medical Assistance translates federal and state laws pertaining to medical assistance programs into regulations and procedures to be followed by county welfare departments, providers, and the Ohio Department of Public Welfare in authorizing medical assistance. The division also makes recommendations when the state has options within federal and state laws. This division supervises the Bureau of Medical Assistance Policy, the Bureau of Medical Operations, the Bureau of Surveillance and Utilization Review, the Bureau of EPSDT and the Bureau of Nursing Home Patient Assessment.

Bureau of Medical Assistance Policy - This Bureau prepares regulations and procedures for the Title XIX Medicaid program; it writes and updates the Medicaid Handbook, the Nursing Home (Long-Term Care) Handbook, and provides interpretation of policy or procedure. The Bureau also implements facets of the Title XIX program at the state level.

Deputy Director for Implementation and Monitoring

The Deputy Director for Implementation and Monitoring supervises five district offices (formerly the Office of District Operations) and the Division of Quality Assurance and Monitoring.

- (1) District Offices - The district offices supervise county welfare department operations to ensure compliance with federal and state laws and the Ohio Department of Public Welfare regulations insofar as they pertain to the administration of income maintenance (financial and medical assistance, food stamps) and social services programs. It provides consultation to county welfare departments, children services boards and county commissioners on organization and administrative problems and directs corrective and affirmative action programs designed to resolve compliance issues. The timely and accurate completion of quality control reviews and state hearing decisions is the responsibility of the district offices. Each district office is headed by a District Director. Assisting the District Director are specialists in each of the Ohio Department of Public Welfare's major program areas--public assistance, medical assistance and social services. These responsibilities are decentralized into five district offices, each responsible for the supervision of those counties within its district.

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(2) Division of Quality Assurance and Monitoring

This division monitors the county/state system of delivering assistance to persons covered by programs. It supervises the following bureaus:

- (a) Bureau of Quality Control - The Bureau of Quality Control reviews statistically valid samples of federal categorical cases to identify sources of error.
- (b) Bureau of State Hearings - This bureau administers the state hearing process for all applicants and recipients who appeal to the due process system. The bureau prepares regulations and procedures governing the state hearing process in accordance with federal regulations. It also analyzes data from hearing decision to recommend corrective action.

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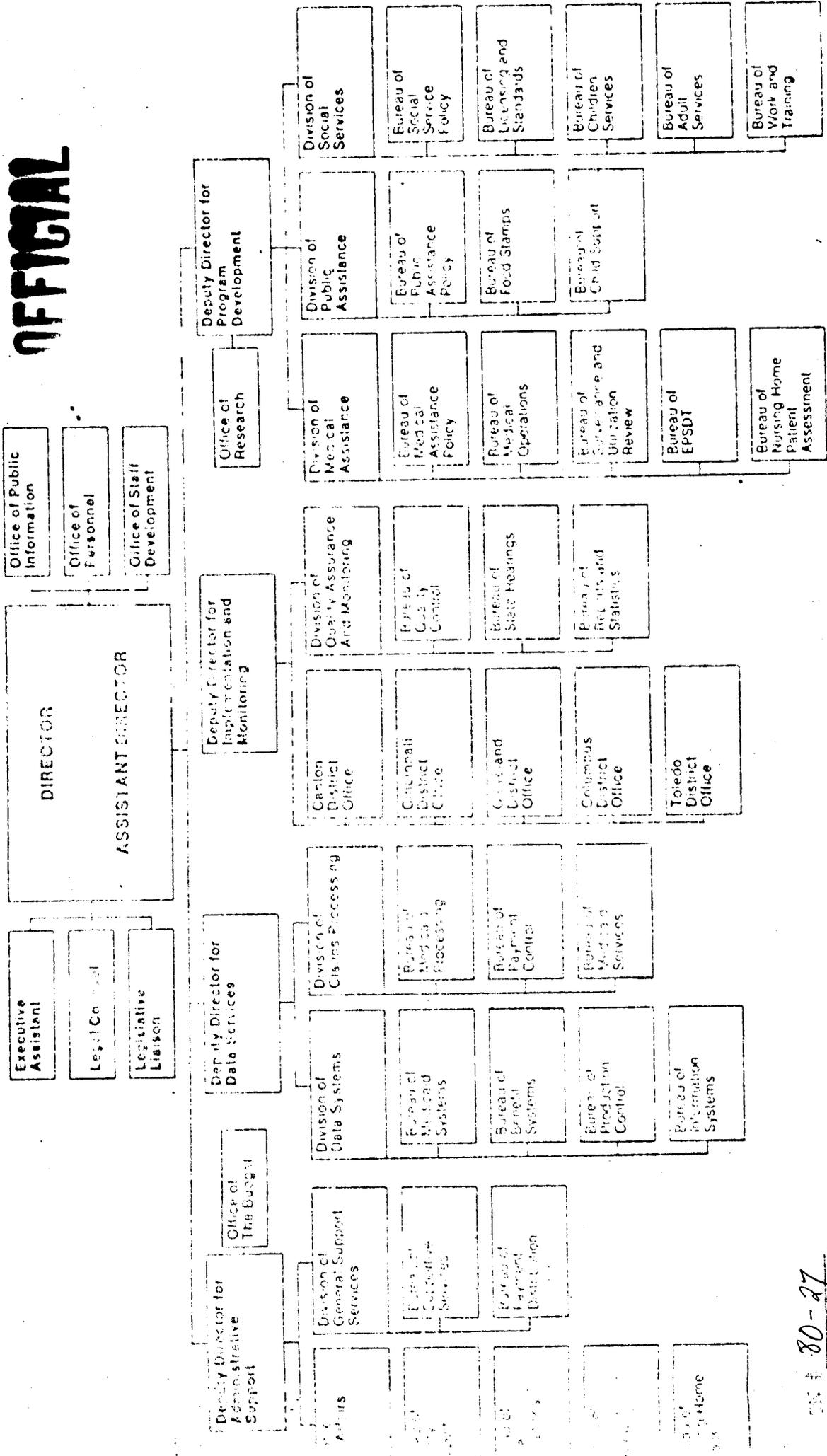
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County Welfare Departments
and
Children Services Boards

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