

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Alcohol & Drug Program (Contract Compliance)

SERIES NO.:

6939

MAJOR AGENCIES:

Alcohol & Drug Addiction Services only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the alcohol & drug program (contract compliance) occupation is to inspect facilities for compliance.

At the developmental level, incumbents assist in inspections.

At the full performance level, incumbents inspect facilities.

CLASS TITLE:

Alcohol & Drug Program Specialist 1 (Contract Compliance)

CLASS NUMBER:

69391

EFFECTIVE DATE:

08/25/1996

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of human services in order to assist higher-level contract compliance staff inspect alcohol & drug facilities for compliance with program standards.

CLASS TITLE:

Alcohol & Drug Program Specialist 2 (Contract Compliance)

CLASS NUMBER:

69392

EFFECTIVE DATE:

08/25/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of human services in order to inspect independently or as lead worker alcohol & drug facilities for compliance with program standards.

CLASS TITLE: Alcohol & Drug Program Specialist 1 (Contract Compliance)	CLASS NUMBER: 69391	BARGAINING UNIT: 12
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EFFECTIVE DATE:

08/25/1996

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Accompanies higher-level contract compliance staff on on-site reviews of managed care organization(s) & alcohol & drug treatment providers to assist in reviewing records in order to ensure compliance with plans/contracts (e.g., assists in performing retrospective reviews of counselors, physicians, claims & medical trend utilization for compliance with policies, procedures & review guidelines, assists in reviewing patient files to determine appropriateness of admission, treatment & discharge, assists in reviewing provider information using state's audit process & other review programs which analyze claim data & assists in comparing actions with written utilization review decision protocols & assists higher-level contract compliance staff in investigating questionable utilization patterns to ensure integrity of delivered treatment services & in recommending potential solutions).

Provides in-service instruction & advises managed care organization(s) &/or providers on methods of maintaining acceptable alcohol & other drug state standards for facilities in order to ensure compliance with appropriate laws, rules & regulations.

Collects data, compiles results & writes reports regarding costs compared to utilization & submits to management; prepares reports of studies.

Assists higher-level contract compliance staff in recommending cost containment measures resulting from review process.

MAJOR WORKER CHARACTERISTICS:

Knowledge of assigned human services area (e.g., social work, psychology, sociology, nursing); alcohol & drug prevention techniques*; state & federal laws, rules & regulations governing delivery of alcohol & drug addiction services*; public relations*. Skill in operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; write instructions, specifications & technical reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human services area (e.g., social work; psychology; sociology; nursing); 12 mos. trg. or 12 mos. exp. in utilization review (e.g., reviewing records of alcohol & drug treatment providers in order to ensure compliance with rules & regulations); 12 mos. exp. in compiling data for reports.

-Or 24 mos. trg. or 24 mos. exp. in delivery of health/human services; 12 mos. trg. or 12 mos. exp. in utilization review (e.g., reviewing records of alcohol & drug treatment providers in order to ensure compliance with rules & regulations); 12 mos. exp. in compiling data for reports.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Alcohol & Drug Program Specialist 2 (Contract Compliance)	CLASS NUMBER: 69392	BARGAINING UNIT: 12
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EFFECTIVE DATE:

08/25/1996

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently, or as lead worker (e.g., provides work direction & training) over subordinate contract compliance staff, performs on-site reviews of managed care organization(s) & alcohol & drug treatment providers to review records in order to ensure compliance with plans/contracts (e.g., performs retrospective reviews of counselors, physicians, claims & medical trend utilization for compliance with policies, procedures & review guidelines, reviews patient files & determines appropriateness of admission, treatment & discharge & reviews provider information using state's audit process & other review programs which analyze claims data).

Investigates & monitors questionable utilization patterns to ensure integrity of delivered treatment services & recommends potential solutions.

Conducts studies of alcohol & drug treatment trends associated with policies, procedures & provider patterns of practice; collects data, compiles results & writes reports regarding costs compared to utilization & submits to management; prepares reports of studies; recommends cost containment measures resulting from review process.

MAJOR WORKER CHARACTERISTICS:

Knowledge of assigned human services area (e.g., social work, psychology, sociology, nursing); alcohol & drug prevention techniques; state & federal laws, rules & regulations governing delivery of alcohol & drug addiction services; public relations. Skill in operation of personal computer*. Ability to define complex problems, collect data, establish facts & draw valid technical conclusions; write instructions, specifications & technical reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human services area (e.g., social work; psychology; sociology; nursing); 24 mos. trg. or 24 mos. exp. in utilization review (e.g., reviewing records of alcohol & drug treatment providers in order to ensure compliance with rules & regulations); 12 mos. exp. in writing job related technical reports; 12 mos. trg. or 12 mos. exp. in coordination or development of alcohol & drug treatment & prevention services.

-Or 24 mos. trg. or 24 mos. exp. in delivery of health/human services; 24 mos. trg. or 24 mos. exp. in utilization review (e.g., reviewing records of alcohol & drug treatment providers in order to ensure compliance with rules & regulations); 12 mos. exp. in writing job related technical reports; 12 mos. trg. or 12 mos. exp. in coordination or development of alcohol & drug treatment & prevention services.

-Or 12 mos. exp. as Alcohol & Drug Program Specialist 1 (Contract Compliance), 69391.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.