

DOM ORGANIZATION AND FUNCTIONS

State Agency

The Division of Medicaid, Office of the Governor is the single State agency responsible for administering the State's medical assistance program.

Executive Director of the Division of Medicaid

The Executive Director is responsible for the overall administration of the Division of Medicaid which also includes working with staff from the Centers for Medicaid and Medicare Services (CMS) to maintain compliance with federal laws and regulations; monitoring state legislative activity regarding Medicaid, presenting budget information to the governor and to the Legislature; networking with other agencies and organizations for improved health care; maintaining the State Plan; and processing information requests.

The Deputy Administrators along with following Bureaus and staff report directly to the Executive Director.

1. BUREAU OF EXECUTIVE SERVICES

The Bureau of Executive Services is responsible for serving as the agency's legislative liaison; maintaining public relations with other state agencies and the public; ensuring coordination of activities of the bureau and other bureaus within the agency; and supervising administrative support for the bureau.

2. COMMUNICATIONS OFFICE

The Communications Office is responsible for developing and coordinating media communications for the Division of Medicaid; developing and updating print materials for the agency; issuing press releases; coordinating media communications with the Office of the Governor; monitoring and responding to public communications in print and air media.

3. LEGAL DIVISION

The Legal Division, staffed by attorneys from the Office of the State Attorney General, provides legal consultation and representation to the agency. These attorneys handle contracts, administrative hearings, assist with civil litigation, provide advice on policy matters, serve as liaison with the Medicaid Fraud Control Unit, represent the agency in Third Party Liability issues, and provide legal assistance with Medicaid Estate Recovery, bankruptcy, and personnel matters for the agency.

Deputy Administrators and Organizational Bureaus of the Division of Medicaid

1. Deputy Administrator for Administration

The Deputy Administrator of Administrative Services is responsible for the agency's budget and determines reimbursement rates for institutional Medicaid providers. Bureaus under the oversight and supervision of the Deputy Administrator for Administrative include:

a. OPERATIONS DIVISION

This Division is responsible for providing operational support to the entire agency and is comprised of the imaging/documents branch, property/fleet management, supply room purchasing and the mail room.

b. OFFICE OF FINANCE AND REIMBURSEMENT

The Bureau of Accounting/Finance and Budget is responsible for developing and administering a budget for the DOM according to the requirements of the Governor's office, the Legislative Budget Office (LBO), and the Department of Finance and Administration (DFA). This Bureau is also responsible for compiling statistics for the Annual Report, cost estimates, and other special analyses required for individual programs.

The Bureau of Reimbursement is responsible for the rate setting process for hospitals, nursing facilities, ICF/MRs, psychiatric residential treatment facilities (PRTF), federally qualified health centers (FQHC), rural health clinics (RHC), clinics of the State Department of Health, and home health agencies based on annual cost reports submitted by providers.

c. BUREAU OF SYSTEMS MANAGEMENT (BSM)

The Bureau of Systems Management (BSM) supports the agency by ensuring the fiscal agent operates the Mississippi Medicaid Information System (MMIS) in compliance with key performance indicators and federal, state, and agency guidelines; providing data analysis to support changes in state health policy and health-care reform; and providing state-of-the-art technological support in data processing, communications, and computer training. BSM also is responsible for the design, implementation and operation of the agency's Wide and Local Area Networks, which connect the DOM central office and 30 regional offices across the state.

d. BUREAU OF HUMAN RESOURCES

The Bureau of Human Resources is responsible for coordinating all personnel matters. This includes the management of personnel files, the monitoring of the Employee Performance Assessment System, maintenance of current Job Content Questionnaires for all employees, assistance with the monthly payroll, recruitment of personnel, and coordination of all personnel matters with the State Personnel Board.

2. Deputy Administrator for Health Services

The Deputy Administrator for Health Services is responsible for the overall development, implementation and operation of all Medicaid healthcare related services and benefits, and for ensuring that Medicaid beneficiaries are provided appropriate, accessible and quality services. Bureaus under the oversight and supervision of the Deputy Administrator for Health Services include:

a. BUREAU OF MATERNAL/CHILD HEALTH

The Maternal/Child Health (MCH) Division is responsible for the operation of all programs offering services to pregnant women and children. These include medical services, the Early Periodic Screening, Diagnosis, and Treatment program (EPSDT), and Perinatal High-Risk Management program (PHRM).

b. BUREAU OF LONG TERM CARE

The Bureau of Long Term Care is a multi-branch bureau responsible for long-term care (LTC) services and mental health services.

The Community LTC Division is responsible for Home and Community-Based Services waiver programs providing services to the elderly and disabled, mentally retarded and developmentally disabled; and to individuals with physical disabilities. The Division is also responsible for the operation of the hospice program.

The Institutional LTC Division is responsible for the Case Mix program, ensuring accuracy of nursing facility resident assessment data used to establish resident classification and subsequent payment rates for nursing facilities. The Division is also responsible for coordinating the sanctioning of long-term care facilities, recouping penalties resulting from sanctions, and working with the Licensure and Certification Branch of the State Department of Health in certification and monitoring activities.

c. BUREAU OF POLICY

The Bureau of Policy's primary function is the development and maintenance of policy for all Medicaid Programs. Other key functions are the oversight and management of the Utilization Management and Quality Improvement Organization (UM/QIO), daily screening of the Federal Register, and participating in the Version updates for the McKesson ClaimCheck coding software.

d. BUREAU OF MEDICAL SERVICES

The Bureau of Medical Services has two divisions – the Division of Medical Services and the Division of Care Management. The Division of Medical Services is responsible for administering multiple medical services and programs. Medical Services programs include dental, eyeglasses, hearing aids, FQHC and rural health clinics, ambulance, transplants, physicians, nurse practitioners, physician assistants, chiropractors, podiatrists, home health, private duty nursing, durable medical equipment/medical supplies, dialysis, inpatient and outpatient hospitals, injectable drugs administered in a physician office, lab and radiology, ambulatory surgical centers, and adult therapy services. The Division of Care Management is responsible for administration of the Mississippi Medicaid Disease Management Program, wellness and other care management programs.

e. BUREAU OF PROVIDER AND BENEFICIARY RELATIONS

The Bureau of Provider and Beneficiary Relations is responsible for Provider Relations and Beneficiary Relations. The Provider Relations Division has responsibility for overseeing enrollment of providers in the Mississippi Medicaid program and any other issues related to providers. The primary responsibilities of the Beneficiary Relations Division are to provide education and conduct outreach activities about the Medicaid program with beneficiaries and those who work with beneficiaries.

f. BUREAU OF PHARMACY

The Pharmacy Bureau works with all aspects of the prescription drugs and over the counter drugs paid for by DOM and maintains the DOM Preferred Drug List. In addition, this unit is responsible for monitoring and working closely with the drug utilization review contractor to analyze patterns of prescribing and to target interventions.

g. BUREAU OF MENTAL HEALTH

The Mental Health Division is responsible for approving services, setting Medicaid policy for mental health, monitoring programs for utilization and compliance with State and Federal regulation, processing claims for administrative services and assisting providers and beneficiaries with mental health related questions.

3. Deputy Administrator for Enrollment

The Deputy Administrator for Enrollment is responsible for the eligibility determinations of Medicaid beneficiaries. The Bureau of Eligibility is under the oversight and supervision of the Deputy Administrator for Enrollment.

BUREAU OF ELIGIBILITY

The Bureau of Eligibility is responsible for eligibility policy development and implementation for all the groups of Medicaid eligibles. This is accomplished through cooperation and coordination with the Social Security Administration (SSA) and operation of 30 DOM Regional Offices.

4. Deputy Administrator for Audit and Recovery

The Deputy Director of Administration of Audit and Recovery is responsible for assuring that Medicaid funds are spent appropriately for Medicaid services. Bureaus under the oversight and supervision of the Deputy Director of Administration of Audit and Recovery include:

a. BUREAU OF PROGRAM INTEGRITY

The Bureau of Program Integrity is responsible for conducting on-site investigations of providers and for monitoring both provider and beneficiary utilization of Medicaid programs. Staff verifies the actual receipt and the medical necessity of services for which payment has been made and investigates any cases suggestive of program abuse or misuse. The Medicaid Eligibility Quality Control Division (MEQC) is responsible for conducting field investigations and desk reviews of positive and negative Medicaid eligibility policy decisions.

b. BUREAU OF COMPLIANCE AND FINANCIAL REVIEW

The Bureau of Compliance and Financial Review is responsible for monitoring DOM's contracts and agreements. Monitoring activities include desk reviews, on-site visits, and interviews with Medicaid beneficiaries and other appropriate parties. This Bureau is also responsible for auditing nursing facility cost reports and health departments, federally qualified health centers (FQHC), and psychiatric residential treatment facilities (PRTF).

c. BUREAU OF THIRD PARTY RECOVERY

The federally required function of the Third Party Liability (TPL) Division in the Bureau of Third Party Recovery is to identify possible resources available to pay for medical services for Medicaid beneficiaries, to incorporate this third party data into the MMIS TPL files, and to affect post payment recoveries in order to reduce the expenditure of State and Federal funds. The federal and state required Estate Recovery program recovers Medicaid expenditures from the estates of certain individuals owning resources and who were nursing facility residents at the time of death.

5. Deputy Administrator for Strategic Planning

The Deputy Administrator for Strategic Planning is responsible for planning, coordinating and implementation of DOM's Strategic Plan. As well as the following functions:

a. PROCUREMENT

Responsible for managing the procurement functions of DOM and its projects in collaboration with Agency Departments; develops procurement specifications, terms and conditions; prepares invitation for bids and requests for proposals; issues and amends solicitations; analyzes bids and coordinates evaluation teams in the review of solicitations; presents Request For Proposals and Contracts to State Contract Review Board; and responds to a protest or contract controversies.

b. ADMINISTRATIVE APPEALS

Responsible for the overall management of the provider and beneficiary administrative appeals process; serves as Hearing Officer; conducts hearings according to legally acceptable

procedures to resolve beneficiary reduction/denials of services, and provider billing/claims issues; coordinate compliance efforts with the Special Assistant Attorney General assigned to the Division; and render to the Executive Director written recommendations regarding the issues on appeal.

c. HIPAA PRIVACY

Responsible for DOM HIPAA compliance; develops policy recommendations for agency to comply with the HIPAA privacy regulations; reviews contracts and incorporate a Business Associate Agreement compliant with HIPAA regulations as needed; examines public request for information for compliance; assists DOM staff with Privacy concerns and issues which arise on a daily basis; maintains a file of audits and actions taken to remedy violations; conducts mandatory HIPAA training and implements ongoing training program.

d. EMERGENCY RESPONSE

Serves as DOM's Emergency Coordinating Officer. Responsible for planning and coordinating Medicaid's response to disasters and emergencies, and serves as liaison to MEMA and other State agencies.