Medicaid/CHIP Policy and Program Division

Summer Internship Program: Seeking Three Positions for Paid Internships
Posting in April

Available in the Medicaid/CHIP Policy and Program area:

- Quality: works with the External Quality Review Organization to evaluate Medicaid and CHIP managed care organization performance related to quality.
- Program Policy: sets the policy for the Medicaid and CHIP programs serving children, pregnant women, older adults, and adults with disabilities including STAR, STAR+PLUS, Dual Demonstration, STAR Health, STAR Kids, CHIP, and Children's Medicaid Dental Services. Develops and manages programs and works with the Medicaid managed care organizations and other contracted entities to implement new initiatives.
- Policy Development Support: works with federal partners such as the Centers for Medicare & Medicaid Services to manage the Texas Medicaid State Plan and waivers, which are exemptions from current regulations to provide programs more efficiently and effectively for the Texas Medicaid population.
- Note: the listing will be for all three positions at once, not individually; interviews will determine the best fit

Work Performed
- Research
- Written Reports
- Analysis
- Develop presentations
- Participation in high level meetings
- Assist with ongoing implementation projects
- Project management

Details
- Paid $3,000 a month
- Summer: June - August
- Full time but could accommodate part-time work
- Possible extension to fall
- Location: 4900 North Lamar, Austin, Texas

Actual HHSC job listing (what to look for) follows.
Program Specialist I (if we can list as Intern we will)
The Medicaid/CHIP Department (MCD) Policy and Program Division at the Health and Human Services Commission (HHSC) has multiple internship opportunities available for highly motivated masters level students or recent masters level graduates with an interest in human services or Texas state government and specializing in the following fields: social work, public health, public policy, public administration, communications, business administration, journalism, web design, information sciences, accounting, finance, education, or other related human services areas. These internships are an excellent opportunity to learn about state government and participate in major agency initiatives. Opportunities for these positions include, but are not limited to: working on the integration of acute care and long term services and supports including a pilot combining Medicaid and Medicare services through a single health plan, the roll-out of the new managed care program that provides Medicaid benefits to people with disabilities who are age 20 and younger, a managed care pilot program for people with intellectual and developmental disabilities, working with stakeholder groups and legislatively mandated advisory committees. The positions also provide access to MCD leadership and opportunities to learn about all HHS agencies. All internship placements will be located in Austin, Texas. Brief descriptions of the types of internship opportunities available in are listed below. Applicants will be selected for specific internship positions based on interest, skills and experience. Both Part Time and Full Time Positions are available.

Essential Job Functions
Job functions vary by area/program placement and may include the following: • Research and analyze federal and state policies to assist development and implementation of Medicaid benefits. • Prepare high quality written project updates, summaries, reports, and other documents as assigned. • Create materials for the intranet. Perform highly complex consultative services and technical assistance work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. • The Program Policy position works to assist in the development of policy for Medicaid managed care and traditional Medicaid. • Assists in analyzing the impacts of changes to federal and state rules and regulations impacting Medicaid managed care. • Assists in preparing policy direction to Medicaid managed care organizations (MCOs) for long term services and supports benefits • Works closely with other divisions with Medicaid/CHIP as HHSC prepares to expand Medicaid managed care to new populations. • The Policy Development Support position interacts with federal partners and regulators specific to the Medicaid waivers which are exceptions to the Medicaid requirements granted to a state by federal regulators. Opportunities will include becoming familiar with waiver requirements, coordinating with agency staff throughout the HHS system on waiver oversight, and cataloguing items in the waiver reference library. • The Quality position works with the federally-required External Quality Review Organization (EQRO) to evaluate Medicaid managed care organization performance related to quality. The EQRO is responsible for a number of federal and state-required deliverables including Pay for
Quality, Performance Improvement Projects, Quality Assurance and Performance Improvement plans, MCO report cards, etc. the Quality Analyst is expected to understand Medicaid/CHIP policies, laws and regulations as they relate to managed care organizations (MCOs) and the EQRO and to provide guidance with regards to quality assurance monitoring and compliance. The QA Analyst develops, implements, and manages projects related to managed care quality assurance and performance improvement program initiatives, evaluation and measurement of Medicaid/CHIP MCOs.

**Knowledge Skills Abilities**
Knowledge, Skills, and Abilities vary by internship. Knowledge of program evaluation processes. Knowledge of project management techniques. Knowledge of state and federal laws and regulations relevant to Health and Human Services programs. Strong organizational skills. Skill in communicating effectively, both orally and in writing. Skill in research and analysis. Skill in identifying, developing and conveying information and ideas. Skill in researching, planning, developing, and assessing communications materials. Skill in managing multiple and competing priorities. Skill in working collaboratively and cooperatively with diverse groups. Ability to analyze and synthesize complicated policy information. Ability to complete work independently. Ability to navigate various state agency programs and operations with limited supervision. Ability to develop positive working relationships. Ability to analyze data and trends. Ability to think creatively. Ability to write clearly and succinctly in a variety of communication settings and styles. Ability to respond to requests with a sense of urgency, partiality, accountability, integrity, and speed. Ability to approach any assigned project as a learning opportunity. Ability to see hidden problems, look beyond the obvious, and respond accordingly. Interest in human services and state government. Interest in Medicaid and CHIP.

**Initial Selection Criteria**
Master's degree required (can also be currently pursuing a Master's degree). Skill in communicating effectively. Attention to detail. Proficiency with Word, Excel, and PowerPoint. Demonstrated interest in human services and/or state government.