

New York State Department of Health  
 Implementation Assistance for Health Home and Patient Centered Medical Homes RFP #1106211121  
 Questions and Answers – Amendment #1  
 July 20, 2011

**Attachment 4**  
**Summary of Staffing Needs**

Position	Qualifications & Preferred Experience	Summary of Work Activities
Registered Nurse	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree and current licensure as a registered professional nurse.</li> <li>• Minimum of four years of public health/ home care experience, experience in a facility wide or community based program</li> <li>• Minimum of two years of acute care experience</li> <li>• Understanding of current disease/care management/coordination trends</li> <li>• Ability to gather and analyze information from records, reports, the internet and other sources</li> <li>• Ability to present ideas clearly and effectively</li> <li>• Ability to communicate orally and in written form</li> <li>• Basic knowledge of the Medicaid Program</li> <li>• Proficient in the use of standard office technology and basic Microsoft applications including Excel and WORD</li> </ul> <p>Preferred Additional Experience:</p> <ul style="list-style-type: none"> <li>• New York State licensure</li> <li>• Experience with or knowledge of New York State public health insurance programs (e.g., CHPlus, Medicaid, FHPlus, PCAP); and</li> <li>• Master's degree in field closely related to public health care from an accredited college.</li> </ul>	<p>It is expected clinical nursing staff will become 'experts' in the program or functional areas they are assigned to.</p> <p>General work activities may include all of those described in:</p> <ul style="list-style-type: none"> <li>• Section C.3 # 1 Program development and management</li> <li>• Section C.3 # 3 Provider Enrollment</li> <li>• Section C.3 # 4 Medicaid enrollee selection, assignment, and enrollment</li> <li>• Section C.3 # 5 Data collection and Reporting</li> <li>• Section C.3 # 7 Communications</li> <li>• Section C.3 # 8 Training and technical assistance for enrolled and prospective providers</li> <li>• Section C.3 #9 Clinical Review, Analysis, and Reporting</li> <li>• Section C.3 #10 Service integration and co-location improvements</li> <li>• Section C.3 #11 Organize and facilitate stakeholder care management teams</li> <li>• Section C.3 #12 Program Evaluation</li> </ul>

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Physician	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Current license to practice medicine and board-certified in a medical specialty, and five (5) or more years of experience in a clinical, hospital or patient-care setting.</li> <li>• Minimum of three (3) years experience providing primary care services</li> <li>• Minimum of three (3) years administrative management experience with a health insurer, managed care organization, government sponsored health insurance program, hospital group practice, not-for-profit organization or foundation.</li> <li>• Familiarity with Medicaid and Medicare</li> <li>• Current knowledge of health care policy, coverage, care delivery, and reimbursement issues</li> </ul> <p>Preferred Additional Experience:</p> <ul style="list-style-type: none"> <li>• New York State licensure</li> <li>• Exceptional leadership and communication skills.</li> <li>• Experience in using data and other evidence to inform decision making.</li> <li>• Advanced degree in Public Health, Public Policy, Government, Business Administration, or Public Administration from accredited college</li> </ul>	<p>It is expected that clinical physician staff will become 'experts' in the program or functional areas they are assigned to. General work activities may include all of those described in:</p> <ul style="list-style-type: none"> <li>• Section C.3 # 1 Program development and management</li> <li>• Section C.3 # 4 Medicaid enrollee selection, assignment, and enrollment</li> <li>• Section C.3 # 5 Data collection and Reporting</li> <li>• Section C.3 # 8 Training and technical assistance for enrolled and prospective providers</li> <li>• Section C.3 #9 Clinical Review, Analysis, and Reporting</li> <li>• Section C.3 #10 Service integration and co-location improvements</li> <li>• Section C.3 #11 Organize and facilitate stakeholder care management teams</li> <li>• Section C.3 #12 Program Evaluation</li> </ul>