

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000295295
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			Date 09/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 0301 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St Austin TX 78751 United States
			Page 1

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition - 0000185315
PO Service Dates 09-01-2022 to 12-31-2022

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 14

Line 1
Job classification: 1576
Job class title: Program Specialist VII
Job skill level: Expert
Temp: Garrett Brim
Hours per week: 40
Estimated hours: 1920

JOB DESCRIPTION:
This position serves as a performance measure specialist and quality improvement analyst for the 1915(c) Medicaid waivers and other long-term care programs serving individuals with intellectual, developmental, or physical disabilities. Participates or leads performance management, evaluation, and analysis on the HCS and TxHmL 1915(c) Medicaid waivers and other long-term care programs serving individuals with intellectual, developmental or physical disabilities. Leads or participates in workgroups and meetings with internal/external program and policy specialists and others to develop, implement, oversee, and evaluate program initiatives to improve quality, efficiency, and cost effectiveness or waiver programs and services. Responsible for compliance with the waiver Quality Improvement System (QIS) that is identified in each of the 1915(c) waivers. Oversees or participates in development of written project updates, summaries, briefings, reports, and other documents related to QIS and financial reporting for the waiver programs. Delivers executive and other briefings and presentations to diverse groups. Works closely with multiple divisions within the agency to develop performance management reports and identify quality improvements for the waiver programs and other long-term care programs.

Serves as the lead point of contact for assigned areas with the Health and Human Services Quality Review Team that is responsible for monitoring and trending data collected on waiver performance measures and expenditure data. This position facilitates research and analysis necessary to identify factors present in significant changes noted in the data.

The position is responsible for the timely completion of the following:
In-house evaluations of 1915(c) waiver programs and other long-term care programs.
Data collection, use and analysis.
Development of reports that reflect descriptive studies conducted on selected initiatives.
Development of additional in-house capabilities to identify, describe, monitor and create intervention strategies to promote quality across long term care program and activities.
Creating and submitting the claims portion of the annual CMS 372 report for each 1915(c) waivers.

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Essential Job Functions:

- Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.
- In coordination with other staff, develops, plans and implements performance management and evaluation.
- Provides highly advanced research, analysis, and evaluation on complex program performance management initiatives related to Medicaid waivers and other long-term care programs.
- Serves as a consultant to unit manager and program staff in identifying issues and opportunities and facilitates appropriate action.
- Lead or participates in the development and implementation of projects related to research, evaluation, and analysis of quality assurance and performance management initiatives.
- Leads or participates in workgroups and meetings related to performance management and evaluation functions; contributes to or facilitates project workgroups and meetings.
- Oversees development and develops high quality written project updates and reports.

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):

- Skill in communicating effectively, both orally and in writing.
- Ability to work cooperatively and effectively in a team environment.
- Experience in researching, analyzing and evaluating complex performance management issues.
- Skill in synthesizing highly complicated and technical information and translating it into easily understandable and concise documents and oral presentations for agency executives, elected officials, and the public.
- Familiarity with Medicaid, long-term care, state and federal legislative process, and health care programs and policies.
- Skill in working with diverse groups and interests, resolving conflicts, building consensus, and problem solving. Ability to exercise judgment and work independently with limited direction.
- Ability to use word processing and spreadsheet applications in a Microsoft Windows environment

Service Period

Start date: 09/01/2022
End date: 12/31/2022

Hours: 8:00 AM to 5:00 PM
Days per week: Monday-Friday

Department: Quality Monitoring Program
Street Address of Work Location: 701 W. 51st St.
City/State/Zip: Austin, TX 78751
Bldg/Room#: Winters 2E / A10

Line 2

Job classification: 1575
Job class title: Program Specialist VI
Job skill level: Expert
Temp: TBD
Hours per week: 40
Estimated hours: 640

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JOB DESCRIPTION:

This position serves as a performance measure specialist and quality improvement analyst for the 1915(c) Medicaid waivers and other long-term care programs serving individuals with intellectual, developmental, or physical disabilities. Participates or leads performance measure management, evaluation, and analysis on the DBMD, CLASS, and MDCP 1915(c) Medicaid waivers and other long-term care programs serving individuals with intellectual, developmental or physical disabilities.

Leads or participates in workgroups and meetings with internal/external program and policy specialists and others to develop, implement, oversee, and evaluate program initiatives to improve quality, efficiency, and cost effectiveness of waiver programs and services. Responsible for compliance with the waiver Quality Improvement System (QIS) that is identified in each of the 1915(c) waivers. Oversees or participates in development of written project updates, summaries, briefings, reports, and other documents related to QIS and financial reporting for the waiver programs. Delivers executive and other briefings and presentations to diverse groups. Works closely with multiple divisions within the agency to develop performance management reports and identify quality improvements for the waiver programs and other long-term care programs.

Serves as a point of contact for assigned areas with the Health and Human Services Quality Review Team that is responsible for monitoring and trending data collected on waiver performance measures and expenditure data. This position facilitates research and analysis necessary to identify factors present in significant changes noted in the data.

The position is responsible for the timely completion of the following:

- In-house evaluations of the 1915(c) waiver programs and other long-term care programs.

- Data collection use and analysis.

- Migration and integration of performance measure data from various data sources into the QAI Data Mart.

- Development of reports that reflect descriptive studies conducted on selected initiatives.

- Development of additional in-house capabilities to identify, describe, monitor and create intervention strategies to promote quality across long term care program and activities.

- Participate in developing a comprehensive database for identifying measures, data sources, methods, rationale and application that are used to collect waiver performance measure data and other data on long term care initiatives.

Essential Job Functions:

- Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

- In coordination with other staff, develops, plans and implements performance management and evaluation by using appropriate quantitative and qualitative tools and appropriate statistical methods.

- Provides highly advanced research, analysis, and evaluation on complex program performance management initiatives related to Medicaid waivers and other long-term care programs.

- Serves as a consultant to unit manager and program staff in identifying issues and opportunities and facilitates appropriate action.

- Participates in the development and implementation of projects related to research, evaluation, and analysis of quality assurance and performance management initiatives.

- Participates in workgroups and meetings related to performance management and evaluation functions; contributes to or facilitates project workgroups and meetings.

- Oversees development and develops high quality written project updates and reports.

- Creates annual and quarterly performance measure reports to be submitted to the Centers for Medicare and Medicaid Services.

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):

- Skill in communicating effectively, both orally and in writing.

- Ability to work cooperatively and effectively in a team environment.

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Experience in researching, analyzing and evaluating complex performance management issues.
Skill in synthesizing highly complicated and technical information and translating it into easily understandable and concise documents and oral presentations for agency executives, elected officials, and the public.
Familiarity with Medicaid, long-term care, state and federal legislative process, and health care programs and policies.
Skill in working with diverse groups and interests, resolving conflicts, building consensus, and problem solving. Ability to exercise judgment and work independently with limited direction.
Ability to use word processing and spreadsheet applications in a Microsoft Windows environment.

Service Period
Start date: 09/01/2022
End date: 12/31/2022

Hours: 8:00 AM to 5:00 PM
Days per week: Monday-Friday

Department: Quality Monitoring Program
Street Address of Work Location: 701 W. 51st St.
City/State/Zip: Austin, TX 78751
Bldg/Room#: Winters 2E / A10

Line 3
Job classification: 0608
Job class title: Research Specialist V
Job skill level: Expert
Temp: Emily Dalton
Hours per week: 40
Estimated hours: 640

JOB DESCRIPTION:

Service Period
Start date: 09/01/2022
End date: 12/31/2022

Hours: 8:00 AM to 5:00 PM
Days per week: Monday-Friday

Department: Quality Monitoring Program
Street Address of Work Location: 701 W. 51st St.
City/State/Zip: Austin, TX 78751
Bldg/Room#: Winters 2E / A10

Supervisor Contact (Time card approval/resume reviewer/interviewer): Erin Cibrone
Email: erin.cibrone@hhs.texas.gov

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Agency Contact: Virginia Pickel
Phone: 512-217-0401
Email: Virginia.Pickel01@hhs.texas.gov
Agency Contact #2 (if not the Supervisor for Time card approval): Julia Solis
Phone: 737-280-8788
Email: julia.solis@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Paige O'Boyle, Talent Placement Specialist
Phone: 512-730-3162
Email: paige.oboyle@peakperformers.org
CC: tempservicepo@workquesttx.com

PCS Purchasing contact
Alicia Wells
512-406-2582
Alicia.Wells@hhs.texas.gov

1-1	FY23 Temporary Staff Services, Program Specialist VII-Expert, Job Class 1576, Term 9/1/22-12/31/22, 100% MFP funded - Garrett Brim	962-69	640.00	HR	83.85000	\$53,664.00	09/01/2022
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Schedule Total \$53,664.00

Item Total for Line 1 \$53,664.00

2-1	FY23 Temporary Staff Services, Program Specialist VI-Expert, Job Class 1575, Term 9/1/22-12/31/22, 100% MFP funded - TBD	962-69	640.00	HR	77.61000	\$49,670.40	09/01/2022
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Schedule Total \$49,670.40

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Purchaser: Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
						Item Total for Line 2	\$49,670.40
3-1	FY23 Temporary Staff Services, Research Specialist V, Expert, Job Class 0608, Term 9/1/22-12/31/22, 100% MFP funded - Emily Dalton	962-69	640.00	HR	77.61000	\$49,670.40	09/01/2022
						Schedule Total	\$49,670.40
						Item Total for Line 3	\$49,670.40
						Total PO Amount	\$153,004.80

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

Authorized By

Alicia Wells, CTCO, CTCM

07/29/2022