

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000299615</b>
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.			<b>Date</b> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 3027 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 13247 Austin TX 78751 United States
			<b>Page</b> 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:** Muhammad, Demetta Jon 512/406-2423

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition204269  
PO Service Dates 09/01/2022 to 08-31-2023

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

Job classification: 1576  
Job class title: Program Specialist VII  
Job skill level: Experienced  
Temp: Daniel Berezin  
Clarice Cefai  
Hours per week: 40  
Estimated hours: 1760

**JOB DESCRIPTION:**

The Texas Health and Human Services Commission (HHSC) Medicaid and CHIP Services (MCS) Division seeks a highly qualified candidate to fill the position of Program Specialist VII. The Program Specialist VII works under a manager or supervisor in the Program Policy area of MCS. This position supports the MCS team responsible for implementation of Centers for Medicare Medicaid Services (CMS) home-and community-based services (HCBS) settings rule, which requires that HCBS services are provided in settings that are integrated in the community. The Program Specialist VII will perform highly advanced (senior-level) consultative and technical work related to the heightened scrutiny review process for Medicaid HCBS settings.

Heightened scrutiny is a review process that allows states to demonstrate to CMS that certain Medicaid settings, which CMS presumes are institutional or isolating in nature, are home and community-based settings. States must complete an assessment and submit evidence packets to CMS for each setting that is subject to heightened scrutiny. All assisted living facilities (ALFs) that participate in the Texas Medicaid STAR+PLUS HCBS program must undergo heightened scrutiny. The Program Specialist VII will assist MCS staff, in coordination with Medicaid STAR+PLUS managed care organizations (MCOs), in completing heightened scrutiny evidence packets to be submitted to CMS.

The Program Specialist VII will do the following:

- Schedule and conduct interviews, to be conducted virtually, with Medicaid HCBS recipients who reside in assisted living facilities, assisted living facility administrative staff, and direct care staff;
- Use HHSC assessment tools to assess Medicaid providers compliance with the federal HCBS settings rule by collecting and analyzing information from assisted living facilities;
- Complete and prepare evidence packets, based on the HHSC assessment tool, for submission to CMS;
- Review evidence packets completed by Medicaid MCOs and prepare for submission to CMS;
- Assist in managing a SharePoint site for sharing information between HHSC and Medicaid MCOs;

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Collaborate with Medicaid MCO staff to develop remediation plans for Medicaid providers to comply with the HCBS settings rule;  
Participate in and present to external stakeholder workgroup;  
Develop work plans, manage deadlines, monitor and report on progress, and communicate progress to unit staff, stakeholders, agency leadership, and others;  
Assist in the development of policies to ensure ongoing compliance with the HCBS settings rule; and  
Provide other support to the HCBS settings team, as needed.

**8. Knowledge, Skills, and Abilities:**

The ideal candidate will:

Have a demonstrated understanding of Medicaid. Knowledge of managed care, the federal HCBS settings rule, and long-term services and supports is preferred.

- Have experience researching and analyzing public policy;
- Be able to effectively work with internal and external stakeholders;
- Have strong time and project management skills;
- Have effective communication skills (verbal and written);
- Be able to interact with and effectively communicate with individuals with an intellectual or developmental disability;
- Be able to work independently and as part of a team;
- Be proficient in Microsoft Office Suite, including Word and Excel;
- Be proficient in Microsoft SharePoint, Microsoft Teams, and Zoom;
- Have high professional standards and personal accountability; and
- Thrive in a fast-paced, professional environment.

**Service Period**

Start date: 09/01/2022  
End date: 08/31/2023

Hours: 8:00 am - 5:00 pm  
Days per week: Monday - Friday

Department: Medicaid CHIP Services (MCS)  
Street Address of Work Location:  
701 West 51st St.  
Austin, TX 78751  
John H. Winters Building, East Tower

Supervisor Contact (Time card approval/resume reviewer/interviewer):  
Jimmy Perez, Manager, Program Policy  
737-231-6065  
jimmy.perez@hhs.texas.gov

Agency Contact: (if not the Supervisor for Timecard approval):

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Lisa Neal  
512-438-3333  
Lisa.Neal@hhs.texas.gov

\*\*Per contract at no additional charge, we request a standard DPS criminal history check.

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Mike Pierulla  
Phone: (512) 451-8145  
Email: tempservicepo@workquesttx.com mpierulla@workquesttx.com

PCS Purchasing contact  
Demetta Muhammad  
512-406-2423  
demetta.muhammad02@hhs.texas.gov

1-1	Temp Staffing PSVII (2 )- JP	962-69	1912.00	HR	73.70000	\$140,914.40	09/01/2022
<b>Schedule Total</b>						\$140,914.40	

**Item Total for Line 1** \$140,914.40

2-1	Temp Staffing PSVII (2)-JP	962-69	1912.00	HR	73.70000	\$140,914.40	09/01/2022
<b>Schedule Total</b>						\$140,914.40	

**Item Total for Line 2** \$140,914.40

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**Total PO Amount** \$281,828.80

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**



**08/31/2022**