

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **3679**

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location
VA Medical Center

5. Duty Station
Louisville, KY

RECEIVED

6. OPM Certification

0069

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Employment and Financial Interests

9. Subject to IA Action

- Yes No

Explanation (Show any positions replaced)

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:

- Supervisor
 Managerial
 Neither

12. Sensitivity

- 1-Non-Sensitiv
 2-Noncriti
 3-Critical
 4-Special

13. Competitive Level Code

303

14. Agency Use

es PD#3679, Program

Support Clerk (typing)

GS-0303-5

9/24/93

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Program Support Clerk (typing) (OA)	GS	303			
e. Recommended by Supervisor or Initiating Office	CNH Program Support Assistant	GS	303	6		

5 9/24/93

16. Organization Title of Position (If different from the official title)

CNH Program Support Assistant

17. Name of Employee (if vacant, specify)

Carol Williams

18. Department, Agency, or Establishment
Veterans Health Administration

c. Third Subdivision
Social Work Service

a. First Subdivision
VA Medical Center

d. Fourth Subdivision

b. Second Subdivision
Allied Health Services

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor
Charles A. Clancy, LCSW, Chief, Social Work Service

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature *[Signature]* Date **1/18/01**

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action
George Neareither, Chief, Human Resources Mgmt. Service

*Mid level ASST GS 203
 C/A Clancy ASST from In Sp
 OAC/CC and BUDGET CLERK*

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature *[Signature]* Date **9/23/01**

23. Position/Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

LOW RISK

Description of Major Duties and Responsibilities (See Attached)

**CNH PROGRAM SUPPORT ASSISTANT
SOCIAL WORK SERVICE
GS-303-6**

PRINCIPAL DUTIES & RESPONSIBILITIES

The incumbent serves as budget assistant to the Chief, Social Work Service, in performing the multiple roles as Coordinator for the Local Contract Nursing Home Program, Regional-Contract Nursing Home Program and Homemaker/Home Health Aide Program as well as overall funds liaison.

A. Contract Nursing Home (CNH) & Regional-Contract Nursing Home (R-CNH)

Major duties as Coordinator, CNH and R-CNH programs are to coordinate the smooth operation of the programs. The incumbent works independently within the goals and objectives of the Chief, Social Work Service. This involves work with various disciplines (administrative and clinical) within the VA Medical Center and VA CBOCs (New Albany, Shively, Fort Knox), other VAMCs, VA Headquarters, Austin Processing Center, nursing home vendors, families and veterans.

Incumbent coordinates team action regarding approval, disapproval or termination of contracts and informs the local or VISN Contracting Officer of any issues which may affect contracting activities. Coordinates with A&MM agreements regarding special rates for ventilator dependent veterans and payment for medications in excess of 7.5% per diem. Acquires all appropriate quality of care inspection reports from regulatory agencies for CNH team review prior to evaluations. Schedules review of new homes and annual reevaluations on a timely basis. Develops working relationship with Kentucky and Indiana regulatory and quality assurance agencies, nursing home ombudsmen, and ensures regular exchange of information with these offices. As needed, coordinates surveys of the nursing home market to ensure the supply of nursing homes under contract is adequate to meet the needs of our veteran patients.

Incumbent is responsible for the obligation and control of the contract nursing home budget appropriation of approximately \$2,000,000 per fiscal year for local and R-CNH homes. The local community nursing home funds are appropriated between the Contract Community Nursing Home Program/R-CNH Program and the Homemaker/Home Health Aide (H/HHA) Program. Budget ceilings are determined by local VAMC management. Incumbent works closely with Fiscal Service providing projected budget reports to management for planning.

Serves as medical center liaison for the Regional-Contract Nursing Home facilities. Serves as nursing home specialist on administrative issues and, in coordination with the Social Work Service Chief, provides data to management for response to Congressional inquiries in the area of community nursing homes.

Works closely with Fiscal Service. Prepares monthly Status of Funds reports for Fiscal Service and funds cost control reports for A&MM Service. Prepares budget projections when requested as well as on a quarterly and annual basis to determine the need for additional funds and budget forecasting for the next fiscal year. Incumbent is the responsible designee for the VAMC's CNHC, R-CNH and H/HHA programs. S/he prepares authorizations, maintains accurate information about nursing home patient location/movement, certifies accuracy of monthly nursing home invoices on veterans under nursing home contracts or receiving homemaker/home health aide services, processes and finalizes payments through the VISTA Fee Basis and Financial Management System (FMS) programs. S/he is responsible for maintenance of current vendor files in Fee Basis programs. Resolves problems with VISTA Fee/Vendors through coordination with vendors, Austin and fee liaison. Must keep current average daily census, cumulative census, patient days of care by month/year, patients treated FY to date and number of patient placed FY to date, as well as current per diem.

Incumbent contacts community nursing homes under local and multi-state VA contracts, obligated beds and makes arrangements for veterans being discharged to community nursing homes. Coordinates with social workers for timely placement and transfer of veterans to community nursing homes. Must verify eligibility of veteran for service connection. Insures that information relayed to nursing homes is complete. Also insures that doctor's orders and other required paperwork is appropriate accurate and is available on discharge of veterans to nursing homes. Maintains and updates level of care information for veterans in R-CNH homes with 44 RUG IV/MDS rates. Coordinates with Pharmacy Service and Prosthetic and Sensory Aids Service concerning special/excessive medication, prosthetic and/or sensory aid cost. Coordinates PT, OT and speech therapy consults for community nursing home patients with Physical Medicine & Rehabilitation Service. Coordinates transportation to, from and between community nursing homes with Social Work Associates and Business Office travel clerk

Coordinates with Ambulatory Care Service's Utilization Management staff and Business Office Admissions staff regarding any irregular movement of patients concerning emergency hospitalization. Additionally, is responsible for securing bed, coordinating travel and insuring completeness of discharge documents on veterans returning to community nursing homes after being hospitalized less than 15 days.

Other major responsibilities include compiling monthly AMIS (Segment 349 and other monthly, quarterly and annual reports. Must maintain current figures on expenditures and balances. Prepares and completes forms necessary to obligate funds and provides cost data to the Social Work Service Chief, Fiscal Service, A&MM, Business Office and VISN 9 Contracting Office.

Advises Chief, SWS, of the placement and movement of veterans under nursing home contract due to the impact on veteran's entitlement. Incumbent is responsible for fiscal and census control and maintenance of files and cards on patients in the community nursing home programs.

Maintains roster of nursing homes due for initial or reinspection by the VAMC inspection team. Arranges inspection visits, notifies nursing home and medical center inspection team members and reserves station vehicle. Compiles the report of inspection to be forwarded to management for review and concurrence.

B. Major Budget Duties

Incumbent serves as source of budgetary information for Social Work Service appropriated funds for the CNHC/R-CNH and H/HHA control points. S/he works closely with the Chief, SWS on the budget for the VA funded \$2,000,000 Extended Care budget for these programs. Incumbent maintains all records related to the overall SWS appropriated funds. Transactions are categorized to the appropriate vendor and each transaction is posted to the appropriate individual veteran's account. Incumbent assigns appropriate codes to record expenditures to fund controls, cost centers, sub accounts and vendor groups. Incumbent makes necessary adjustments to sub accounts for changes in patient level of care among the 44 R-CNH rates and for patient transfers between contract nursing homes. Each accounting system must balance.

Maintains accounting programs and is control point clerk for SWS funds, control point activity and IFCAP VAMC accounting programs. Balances IFCAP to FMS control point activity records and balances sub accounts within SWS budget.

Calculates projected cost for each individual veteran placement monthly. Information is used to project funds needed for each control point on a monthly basis. The cost for community nursing home placements is determined by the patients' levels of care (LOC) and current negotiated rates LOC. Cost for H/HHA program is determined by cost/visit. Total cost is then charged to the appropriate sub account/control point. Data are used to determine total cost per vendor per month.

Provides up-to-date budgetary information to Fiscal, A&MM and Business Office based on individual accounts. Prepares extensive and complicated budget reports showing current status of funds as well as quarterly and annual reports.

Incumbent is control point clerk and processes all VAF 90-2237s, VAF 4-1358 and VAF 10-7078s for SWS' fund control points. S/he posts obligated amounts and is responsible for thoroughly checking invoices and verifying accuracy of service and charges. Resolves any discrepancies before certifying invoice, releasing payment to Austin and finalizing payment.

Creates bill of collection when needed.

SUPERVISORY CONTROLS OVER THE POSITION

Works independently and establishes his/her own work schedule to complete all necessary tasks. Due to the complex nature of this position and relationship to community

nursing homes, the coordinator ordinarily will make direct interpretation of policy when patient demands necessitate rapid response. It is incumbents' responsibility to keep Chief, SWS, and Fiscal Service informed on accounts and situations that affect control point balances. Analyzes all account and spending adjustments for each program's funds needed in individual sub accounts and control points. S/he must identify problems and discuss potential funding problems and solutions with the Chief, SWS. Accuracy is critical as it impacts on short and long range planning and use of funds.

GUIDELINES

Incumbent is guided by VA manuals and directives as well as state laws. Must be able to interpret VA regulations when communicating with community nursing home staff and VAMC staff. Often these guidelines are not clear-cut or concise related to budget or accounting issues and the incumbent must make interpretations.

Incumbent has to resolve problems based on experience and knowledge of what needs to be accomplished. Incumbent may make deviations to adapt the procedural guidelines to specific accounting problems.

COMPLEXITY

The work involves processing a variety of budgetary transactions and compiling status of funds reports for funded activities and accounts. The work requires identifying the type of transaction; extracting, compiling and verifying cost; computing and adjusting account balances; preparing required budgetary forms and records; submitting budgetary documents for control point transfers; and informing Chief, SWS of availability of funds in specific accounts. There are complicated accounting adjustments and unusual problems generated because CNH-R-CNH veterans are often moved from nursing home to VAMC/community hospital/different nursing home as well as constantly changing levels of care. Incumbent must identify and post proper type of adjustment to keep all accounts balanced. Incumbent must maintain and reconcile all individual programs with summary control accounts and correct any errors.

KNOWLEDGE REQUIRED BY THE POSITION

Detailed knowledge of procedures and regulations covering the processing of a wide range of budgetary transactions under appropriated funds is required.

Extensive knowledge of account procedures and techniques to understand and work with the Regional-Contract Nursing Home and Homemaker/Home Health Aide accounting programs, IFCAP, VA Financial Management System (FMS), and Fee Basis accounting programs – CNH and medical. Requires frequent and varied adjustments to accounts, extensive balancing and reconciling with fiscal documents of individual programs and with summary SWS accounts to verify or trace discrepancies. There are a variety of transactions posted to different accounts and later charged or credited to sub accounts.

Sub accounts are established in each control account and extensive number of transfer documents are utilized in order to properly post every expenditure to the correct account.

Knowledge is applied to resolve problems in balancing accounts, adjust discrepancies, develop control records, verify the accuracy of budgetary data, adjust dollar amounts for accounts, and prepare reports on status of funds.

Knowledge of IFCAP is required as control point clerk.

Knowledge of VA Medical Center and Social Work Service procedures for placement and payments as required.

Skills of a qualified computer operator are required with knowledge of operating procedures, rules and methods to operate the equipment and identify and resolve recurring types of operating problems.

Knowledge of computer database software, spreadsheet software and word processing software.

Skill in operating an electric typewriter and calculator.

Extensive knowledge of accounting procedures as applied to computers to properly enter, retrieve, modify and delete information in an automated general ledger system.

Knowledge of how the DHCP/VISTA Fee Basis CNH and medical accounting programs work to resolve any accounting discrepancies that may occur.

Ability to communicate effectively, both orally and in writing, with people from various educational levels.

Ability to design work flow patterns for maximum efficiency.

Ability to plan, organize and coordinate work assignments in situations where numerous steps are involved.

Ability to establish and maintain effective work relationships with a wide variety of individuals to be effective in obtaining support for program implementation and maintenance.

Ability to act as advisor to other medical centers and outpatient clinic staff in the implementation of new programs such as the R-CNH program.

Ability to coordinate and/or monitor ongoing SWS fiscal activities, identify problem areas and develop recommendations or provide assistance in order to attain SWS objectives.

SCOPE AND EFFECT

Work involves continually gathering budgetary data to update records of obligations and expenditures. Incumbent applies budgetary procedures in computing account balances and making adjustments to records. Incumbent maintains, balances and reconciles accounts used to project, plan and control expenditures in all accounts for the most efficient management of the total SWS program. It is essential that the information the incumbent provides the Chief, SWS is accurate. This information is used by VAMC management to determine funding for the next fiscal year. Accuracy of information is critical.

PERSONAL CONTACTS AND PURPOSE

Incumbent has continuous daily contact with VAMC staff from a variety of disciplines within the VA Medical Center, its Community Based Outpatient Clinics, other VAMCs, veterans, their relatives/significant others, and vendors/community nursing home staff dealing with the placement process, level of care determination and cost of care in the performance of duties. S/he also has frequent contact with the VISN 9 Contracting Center and Austin Processing Center. The scope of the duties presented require the services of a mature, tactful individual capable of coping with tense and highly trying situations and be able to work independently. Must be skilled in public relations aspects of dealing with community nursing homes, legislative inquiries and disturbed patients and their families.

OTHER SIGNIFICANT FACTS

Serves as backup for the Program Assistant, SWS and is thus cognizant of responsibilities including timekeeping and the completion of required correspondence and reports.

The work is primarily sedentary with occasional walking to inpatient wards, Business Office, Fiscal Service and A&MM.