



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

May 28, 2020

Lori Shibinette  
Commissioner  
129 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Shibinette,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08 and 2020-09; and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Posting and hiring of a Program Specialist IV (Position # 8T2963) with the current allocation being 100% General Funds.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



**POSITION WAIVER**

May 22, 2020

His Excellency, Governor Christopher T. Sununu  
State House  
Concord, NH 03301

Dear Governor Christopher T. Sununu:

**REQUESTED ACTION**

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

<b>Agency:</b>	HHS: Behavioral Health Div	
<b>Reason Code:</b>	Full Time Temporary Position	
<b>Position #:</b>	8T2963	
<b>Position Title:</b>	Program Specialist IV	
<b>Anticipated Hire Date (MM/DD/YY):</b>	July 3, 2020	
<b>Labor Grade:</b>	25	
<b>Step:</b>	1	
<b>Date of Vacancy (MM/DD/YY):</b>	N/A	
<b>Vacancy Rate (%):</b>	20%	
<b>Appropriation:</b>	Agency	092 HHS: Behavioral Health Div
	Department	092 HHS: Behavioral Health Div
	Bureau	9210 Bur For Childrens Behavri Hlth
	Accounting Unit (XXXX)	2052 Children'S Behavioral Health
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
<b>Total Annual Salary:</b>	\$	50,954
<b>Total Annual Benefits:</b>	\$	28,603
<b>Total Cost:</b>	\$	79,557
<b>Estimated # of Pay Periods in FY:</b>		-

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	100%	-
		-
		-
		-
		-
		-
<b>Total</b>	<b>100%</b>	-

**EXPLANATION**

(16) This Position is one that was approved through SB 14 and the 20-21 budget process and the expansion of the Care Management Entity (CME) and the program delivered by that provider type. The CME provides intensive in home services and supports for children, youth with Severe Emotional Disturbances and their families. This programming, called FAST Forward, is funded through a Medicaid benefit, has allowed high need, at risk children and youth to stay at home and be more successful in the home, community and school. This programming has shown to help kids avoid or reduce their need for higher levels of treatment such as admission to residential treatment or psychiatric hospitalizations. Through both the SB 14 and SFY 20-21 budget process, the population and duties of the CME has been expanded in order to serve more children and youth statewide. This position is needed within the Bureau to do the following; Receive and respond to all CME inquiries and referrals, conduct and determine eligibility for FAST Forward programming per the Medicaid regulations with in the 1915(i). BCBH currently has 1 CME in operation and is currently amending the contract for that CME to align with the expanded requirements within SB 14. The expanded requirements is going to require a second CME in order to serve all the intended population and fulfill the requirements statewide. All of this will greatly expand the duties for this position. The current CME eligibility is being conducted by 1 person who has other duties. This programming will have a dedicated position to ensure that eligibility and referrals are addressed timely, for these high need children and families. This position will also be responsible for some contract management and oversight for the current and future CME. This position is currently important as we are relying on the CME to help support high need families during this state of emergency. Since these children and families do not have school as a daily support right now, these families need the support of the CME more than ever. The CME is also going to be responsible for helping children move through the residential treatment and psychiatric hospital system and transition them more successfully and timely to the next treatment level they require. This is also critically important right now as the movement of children and youth through the levels of treatment has slowed dramatically and the support of the CME is needed to help prevent any critical wait times for children to receive the care they need, when they need it.

1. What services or constituency group will be affected if this position is not filled?

This position will be working with the Bureau for Children's Behavioral Health to work with and ensure that children, youth with Severe Emotional Disturbances and their families are connected to and supported by programming and treatment that they require, when and where they require it. This position will primarily be responsible to assess children's eligibility for the FAST Forward program, as required by the Medicaid requirements for the benefit that pays for a majority of the services provided by this programming. This is a vital role to ensure that children and youth with Severe Emotional Disturbances are connected to the Care Management Entity and are receiving the intensive services they need in the home, and avoid the need for hospital admission or a higher level of care or from entering the DCYF system. This position will also work to ensure that DCYF involved children and youth are accessing the treatment they need to help achieve their permanency goals and exit DCYF care more efficiently, timely and successfully.

**2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.**

This position is a new position that was approved through the budget process in order for the Bureau to comply with and uphold the requirements of Senate Bill 14 that expands the population and duties of the Care Management Entity. With the expansion of the population this service system is required to now serve, a position is needed to ensure the timely assessment of eligibility is happening.

**3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define**

This position was in the process of being filled per Senate Bill 14 and budget appropriations, when the COVID 19 State of Emergency orders were put into place and the hiring freeze started. We had interviewed some internal candidates for this positions but had not yet made an offer when the freeze went into effect.

**4. Can other personnel within the department cover the duties of this position? Explain in detail**

The Bureau is small relative to staffing, we had four staff and now due to Budget and Senate Bill requirements, have 3 additional staff. While the addition of three new staff members is great and offered some relief, this position has a very distinct role and will offer support and relief to the one person who is conducting eligibility, as well as the quality assurance activities, training and technical assistance to the Care Management Entity and to multiple groups utilizing the NH Wraparound Model. This current staff person is also one of just a few Child and Adolescent Strengths and Needs (CANS) tool trainers and experts in the state. The expanded use of the CANS tool within the Children's BH system is also a requirement of SB 14 and is taking a lot of time and effort of this 1 staff person to ensure the training and expanded use of this tool across the system.

**5. Can the duties be completed by a part-time position? Explain in detail**

During the legislative process for SB 14, the assessment of the work and expanded workload, if SB 14 were to pass, deemed it necessary to have a dedicated full time position for eligibility for this programming. Currently, under the initial CME requirements, there are 5-10 referrals each day that require a review and assessment for eligibility that aligns with the Medicaid regs for this programming. In addition to the referrals, there are 5-10 inquiries about the program each day and then, for enrolled youth, there are 8-12 authorizations each day that need to be entered into the billing system. All this requires nearly a full time position under the current regulations. Once the current CME's contract amendment is approved for the expanded population, that workload will only increase.

**6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.**

**7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?**

Established as a result of SB 14 and the FY 20-21 budget.

**8. Do you anticipate filling this position with an internal candidate? Explain**

Yes. We were in the process of hiring for this position just before the hiring freeze. There was an internal candidate being considered for this position.

**9. If you are hiring at a step beyond 1, please provide justification.**

This is unknown at this time. If this position is hired internally, the step would be at or just above what the person is currently making now.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking).

N/A

List of waivers previously granted.

N/A

Respectfully submitted,



Lori A. Weaver  
Deputy Commissioner