

CONFIDENTIAL

76-21

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FUNCTIONS OF THE DEPARTMENT

The Department of Human Services administers most of the State's Social Services programs, institutions and agencies, including the administration of federal funds appropriated to all of these services. Under its jurisdiction are the State's residential facilities, the State's psychiatric hospitals, as well as community mental health services and centers; state schools, day care training centers and field services for the retarded and homes for veterans.

Also under its jurisdiction are Medical Assistance and Health Services (Medicaid), Public Welfare and public assistance services, which include Aid to Families with Dependent Children, administered by County Welfare Boards, Assistance to Families of the Working Poor, Medical Assistance for the Aged, and the Food Stamp Program; Youth and Family Services which provides adoption and foster care placement for children, protective services for abused, abandoned or neglected children, family counseling, day care services, residential and institutional care and parole supervision for certain juveniles.

Among the Department's special agencies and programs are the Commission for the Blind and Visually Impaired; Foster Grandparent Program; Veterans' Services; Office of Special Services; and special consultant services to the Department's institutions and agencies in the fields of medicine, psychology and dentistry.

OFFICE OF THE COMMISSIONER

Public Information Liaison

Disseminates information relating to the Department's services, programs and activities to the news media, the general public, other agencies of government, community, professional and educational organizations; prepares Departmental reports, maintains a clipping service, provides photographic services; acts as technical consultant in the graphic arts for Division and institutional events and needs, and arranges exhibits at public functions.

Legal Affairs Liaison

This unit serves to provide statutory and program analysis to assist the Department of Human Services in meeting its mandates.

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Legislative Liaison

This section directs its concern toward federal and state legislative activity that is relevant to the Department's mission.

Federal Liaison

This unit directs its concern toward federal program activity that is relevant to the Department's programs.

OFFICE OF THE DEPUTY COMMISSIONER

Commission for the Blind and Visually Impaired

The New Jersey Commission for the Blind and Visually Impaired makes available to young and old, rich and poor, blind and partial-seeing, a combination of expert services. These encompass counseling, medical treatment, education, training and job placement. The Commission pursues a continuous policy of planning and development to meet the changing needs of blind children and adults; and by means of its broad program, is the only state agency with the experience and ability to assist those who are blind or have impaired sight. Some of the major areas in which the Commission accomplishes its goals are Eye Health Services; Educational Services; Vocational Rehabilitation; Rehabilitation Center; Contract Workshops; Home Services-Home Teaching; Home Industries; Vending Stands; and selected other services.

It operates the only Rehabilitation Center for the Blind in the State of New Jersey, where visually handicapped individuals are taught mobility, communications and self-care. In addition, programs are offered to prepare individuals for employment commensurate with their interests and abilities.

Human Services Planning Unit

Responsible for the development and publication of the annual Comprehensive Social Services Plan under Title XX of the Social Security Act. The Unit works with a 50-member Statewide Title XX Advisory Committee and 19 County Human Services Coalitions in developing the plan. It is also responsible for social services needs assessment, the Rutgers University Manpower Training Study, and for review and comment on federal regulations regarding social services.

Division of Medical Assistance and Health Services

Medicaid is a joint federal-state program that provides for the medical needs of over 600,000 of New Jersey's poor people. The program's goal is to make health care readily available to many of those unable to pay for it.

People eligible for Medicaid include families with dependent children and families of the working poor who are eligible for or receive public assistance through the County Welfare Board; the aged, blind and disabled who are eligible

for or receive federal Supplemental Security Income; children in foster care or in private adoption agencies; indigent persons in long term care facilities; poor people in state psychiatric hospitals; and those eligible for the federal Cuban and Vietnamese Refugee programs.

Medicaid is financed 50-50 by the state and federal government and has operated in New Jersey since January 1, 1970. The program pays claims for a full range of medical care and health services, from eyeglasses to hospital care, to approved providers who have agreed to accept the established Medicaid rates as payment in full for their services.

The Medicaid program is administered through the Division of Medical Assistance and Health Services within the Department of Human Services. The Division maintains a central office in Trenton with a medical and administrative staff, and 16 local offices established around the state to maintain local liaison with providers, recipients and other local and field agencies.

Division of Public Welfare

The Division of Public Welfare is charged with the State's responsibilities for administration of the several public assistance programs. Programs under the Division's jurisdiction include Aid to Families with Dependent Children, administered by County Welfare Agencies under direct state supervision with major financing from federal, state and local funds; assistance to the Families of the Working Poor, administered by County Welfare Agencies and financed from state and local funds; Medicaid eligibility determinations for persons who desire medical assistance only; and General Assistance, administered by individual municipalities under a limited degree of state supervision. The Division also has responsibility for supervision of the Cuban and Indochinese Refugee Assistance programs, which are entirely federally funded and administered by County Welfare Agencies, and of administration of the Food Stamp program.

Also under the administration of the Division are: Staff development and training activities; the processes for arranging and conducting fair hearings for applicants and recipients of assistance; the determination of eligibility for institutional assistance of individuals aged 65 and over and children under 22 in psychiatric hospitals as well as medical-surgical coverage of certain patients in such facilities and for residents in the State Schools for Retarded; the Child Support Program, which is responsible for the enforcement of the support obligations of absent parents; the promotion of programs for the winterization of client-owned homes; implementation of the various administrative procedures necessary to ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964; and the review of all legal documents relating to the processing of non-profit and charitable incorporations under New Jersey Statute Title 15, which is a responsibility of the Commissioner of the Department of Human Services. Additionally, through its Bureau of Quality Control, the Division reviews a randomly selected number of cases in the AFDC, Food Stamp, General Assistance, Medical Assistance and SSI programs in order to determine the effectiveness of the administration of these programs.

Division of Youth and Family Services

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The Division of Youth and Family Services serves as the State's comprehensive social service agency for children and families in New Jersey. With responsibility for more than 50,000 children under state supervision, it provides adoption and foster care placement; protective services for abused, abandoned and neglected children; casework, counseling and tangible services to families in the home; day care services; residential and institutional care; and parole supervision for certain juveniles.

The Division's primary goal is to preserve and strengthen the basic family unit by providing a wide range of supportive and reinforcing services designed to encourage and maintain family stability and self sufficiency.

OFFICE OF THE ASSISTANT COMMISSIONER - MANAGEMENT AND BUDGET

Support Services

Responsible for coordinating capital construction projects, space leasing vehicle operations, insurance, and communications required by the Department's offices and institutions and serves as liaison to the various divisions in the Department of the Treasury. It is also responsible for dietary, laundry and household services in the institutions, farm operations and office services including printshop, mail, stenographic pool, file room and supply.

Office of the Comptroller

Responsible for accounting and financial systems throughout the Department. The Bureau of Collections and Adjustments, the Bureau of Accounts, the Cost Studies Unit, the Internal Audit Unit, and the Contract Administration Office all report directly to the Comptroller.

Human Services Data Center

Provides centralized data processing support for the Department of Human Services.

Program Evaluation

Program review and evaluation is the prime function of this unit. Analysis of present and proposed program relative to their meeting the Departmental mission is under constant review by this unit.

Capital Planning

This section is responsible to develop the Department's needs relative to capital planning to assure a coordinated, humane, efficient and prospective development of its resources.

Management System and Procedure

This section is charged to review, analyze and recommend changes to enable further economics of finance and activity within the Department of Human Services.

Budget Planning

Preparation, coordination and finalization of the Department's budget is the primary function of this unit.

OFFICE OF THE DEPUTY COMMISSIONER

Health Care Consultants

Office of the Chief Medical Consultant

ORIGINAL

Office of the Chief Psychology Consultant

Office of the Director of Dentistry

These Consultants coordinate and integrate the activities in their respective fields for the Department's operating divisions and its institutions.

Bureau of Personnel Services and Employee Relations

Coordinates and stimulates recruitment of personnel for the Department and its institutions, aids the Civil Service Department in formulating training programs, directs in-service training projects, and handles employee grievances.

Office of Special Services and Projects

This office is charged with the responsibility of providing professional coordination, evaluation and guidelines to Volunteer Service and Institutional Chaplaincy programs in the Department. The Director is responsible for the selection process for Chaplaincy personnel, and for maintaining liaison with other State Chaplaincy programs. This office also provides assistance to community persons and organizations desiring to provide volunteer or religious services to institutions and serves as a referral point for community involvement. Staff provides information and awareness programs to community groups upon request.

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Division of Mental Health and Hospitals

The Division of Mental Health administers four State psychiatric hospitals for the care and treatment of the mentally ill, plus a child residential treatment center and a special facility for geriatric patients; aids in the development of community mental health centers; provides state funding for mental health clinics and a variety of transitional services in the community, including review and evaluation of such services. Also provides special training for professional and paramedical personnel, and conducts a psychiatric residency training program for physicians.

Division of Mental Retardation

The Division of Mental Retardation is responsible for the administration and operation of the State's eight residential facilities, and the provision of other functional services for the retarded, including purchase of residential care, day training and care activity centers, research, guardianship protection and a broad spectrum of regional social services, including non-residential supervision.

Division of Veterans' Programs

This Division has administrative responsibilities for the Vineland Soldiers Home, Menlo Park Soldiers Home and the Bureau of Veterans Services.

In addition, the Division is developing a comprehensive plan for the expansion of the Vineland and Menlo Park facilities, is analyzing the State's use of the available federal programs and funds for Veterans' Services, and is making a concerted effort to help veterans in the county jails and state prison system.

The Bureau of Veterans' Services assists and counsels veterans on all state and federal benefits to which they may be entitled; administers the New Jersey War Orphans Educational Act and the New Jersey Disabled Veterans' Pension Act; conducts social background investigations on applicants to Menlo Park and Vineland Soldiers Home. The Bureau also maintains 16 field offices which, in addition to the preceding activities, maintain liaison with all municipal and governmental agencies in the State of New Jersey.

JINS Task Force

Responsibility for oversight and planning the implementation of the State Juvenile Code under which youngsters are returned to their own or substitute homes while awaiting court action.

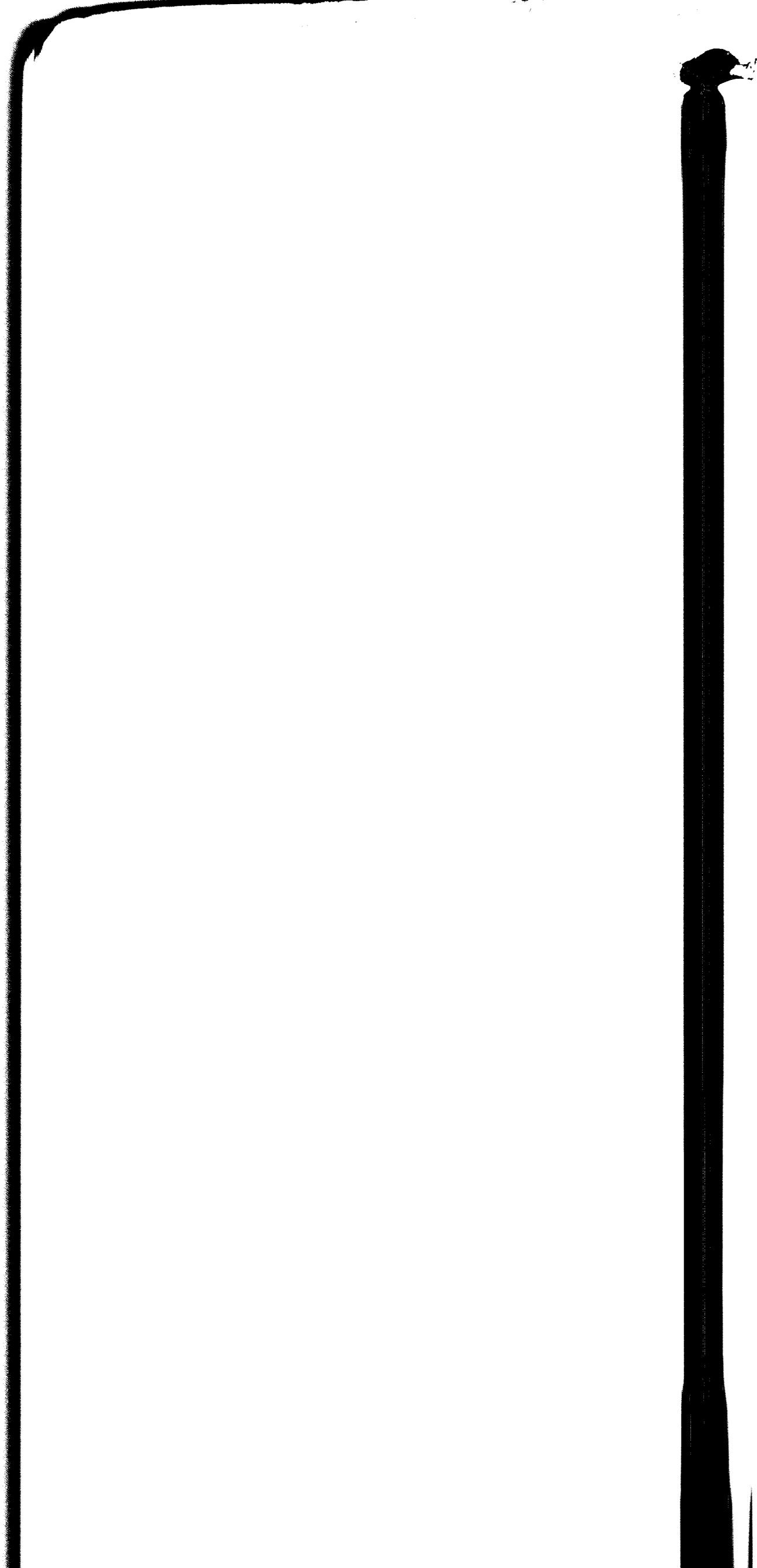
Affirmative Action

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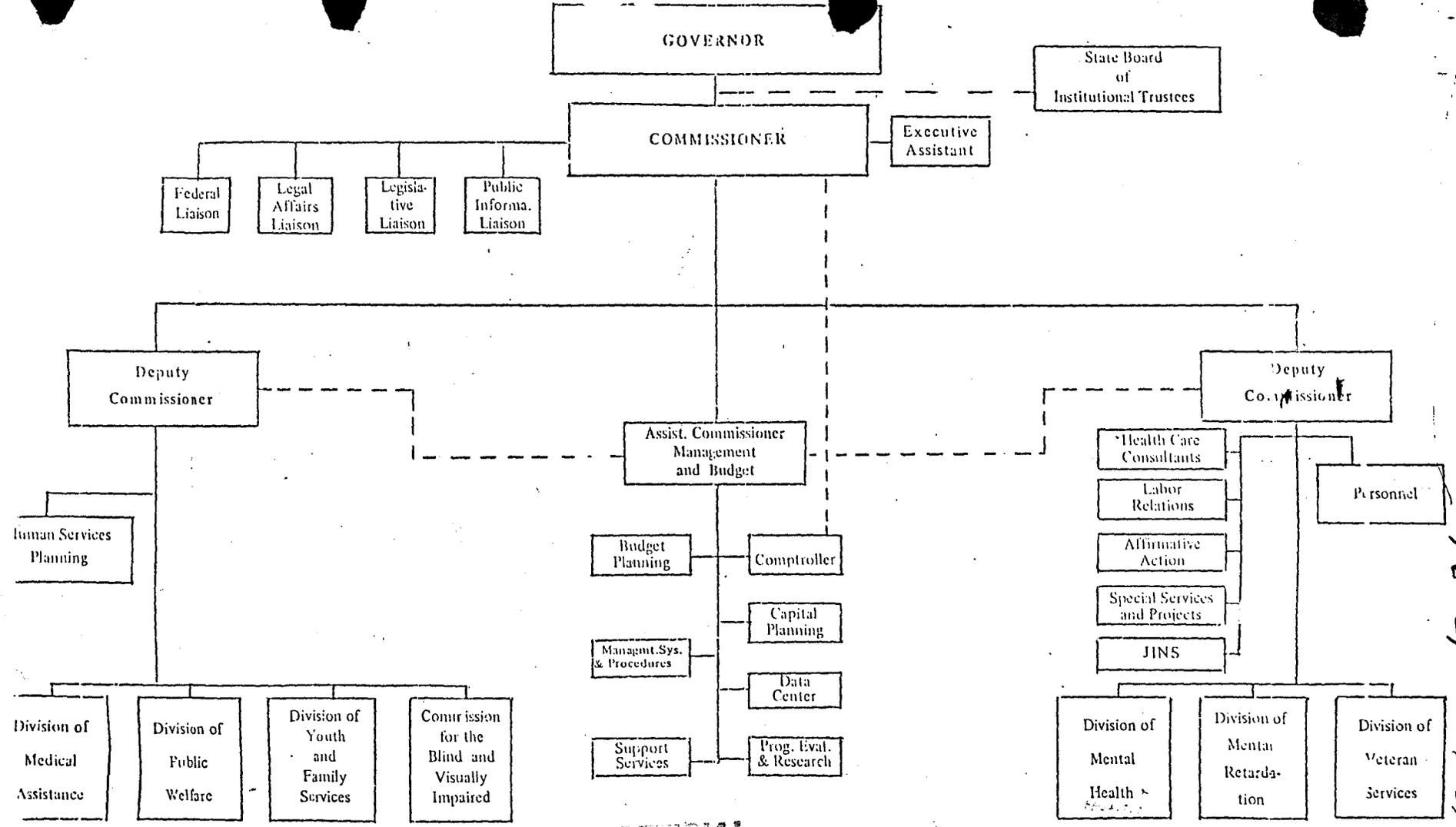
Assures that all personnel function activities are consistent with federal and state mandates regarding affirmative action.

Labor Relations

This unit has responsibility to coordinate all of the Department's labor relations activity.



DEPARTMENT OF HUMAN SERVICES



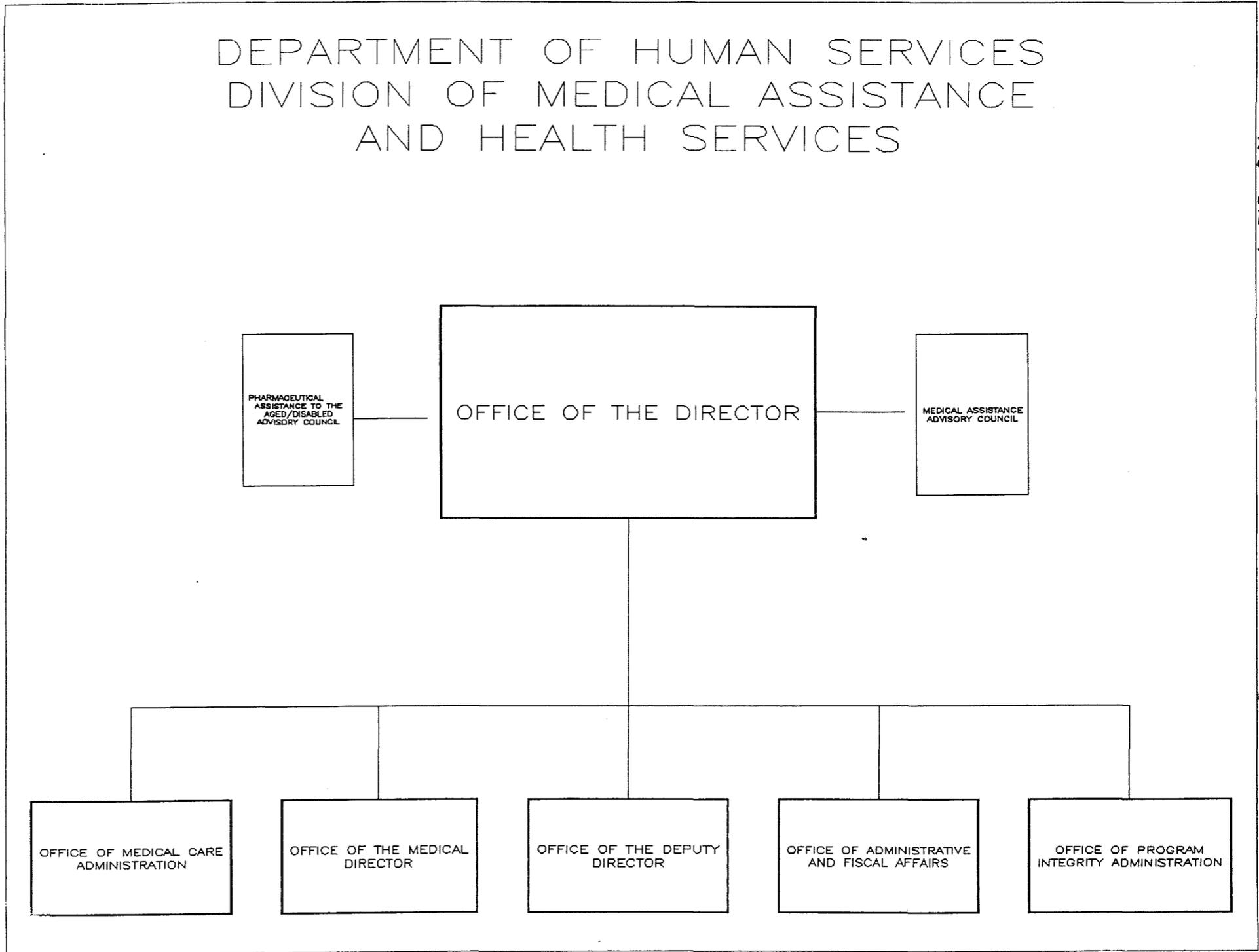
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4/18/77

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DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE
AND HEALTH SERVICES



NJ 87-3
Supersedes
NJ 82-1

Approval date AUG. 4 1988
Effective date JAN. 1 1987

OFFICIAL

State of New Jersey

ATTORNEY GENERAL'S CERTIFICATION

OFFICIAL - 76-21

I certify that:

Department of Human Services is the
single State agency responsible for:

administering the plan.

The legal authority under which the agency administers
the plan on a Statewide basis is:

Chapter 413, New Jersey Laws of 1968
(statutory citation)

supervising the administration of the plan by local
political subdivisions.

The legal authority under which the agency supervises
the administration of the plan on a Statewide basis is
contained in

(statutory citation)

The agency's legal authority to make rules and regulations
that are binding on the political subdivisions administer-
ing the plan is

(statutory citation)

December 1976
DATE

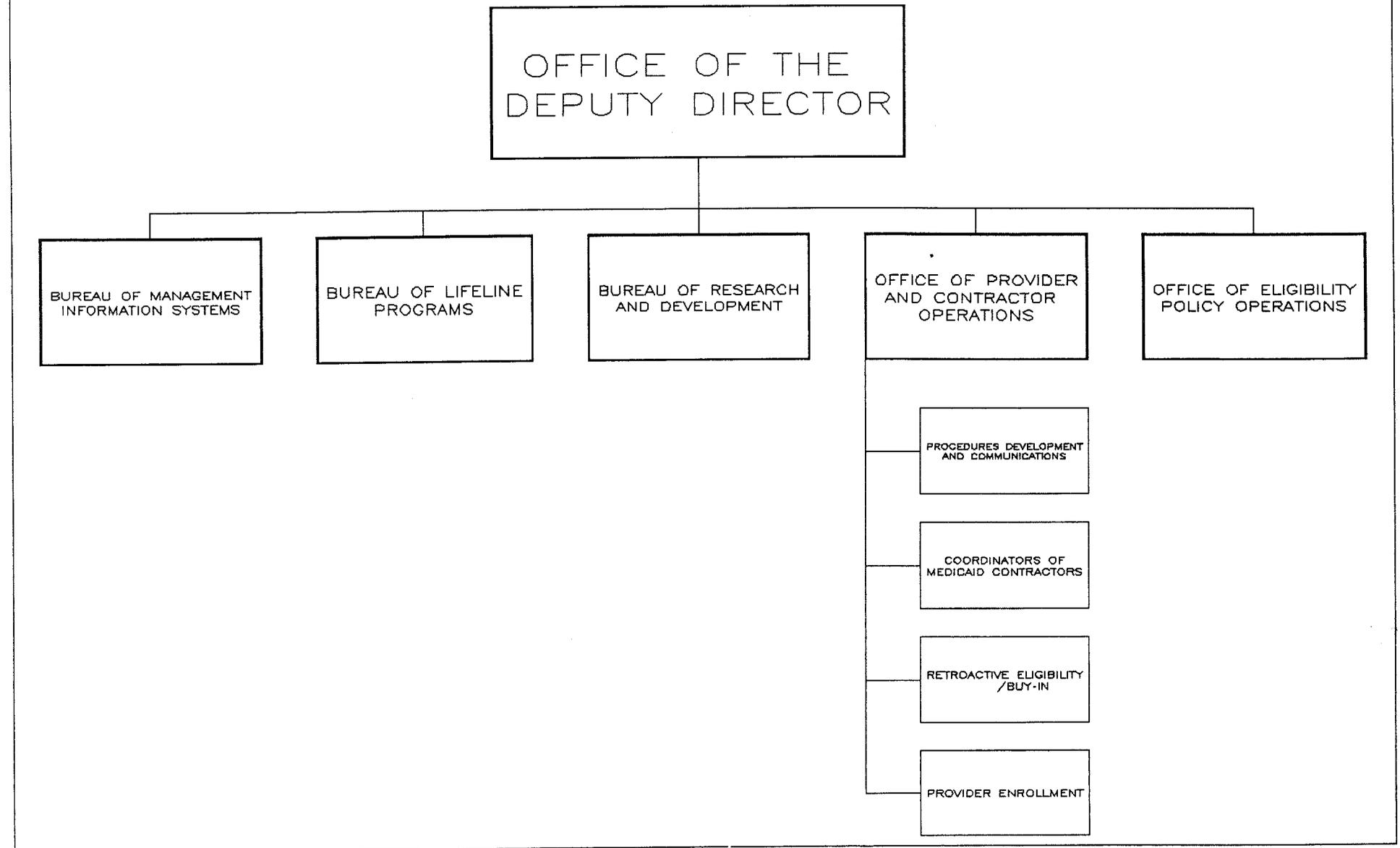
WILLIAM F. WELLS
Attorney General of New Jersey

Robert E. Popkin
Signature

Attorney General of New Jersey
Title

St. N.J. Tr. 12/29/76 I:corp. 8/18/77 Effective 11-01-76

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE
AND HEALTH SERVICES



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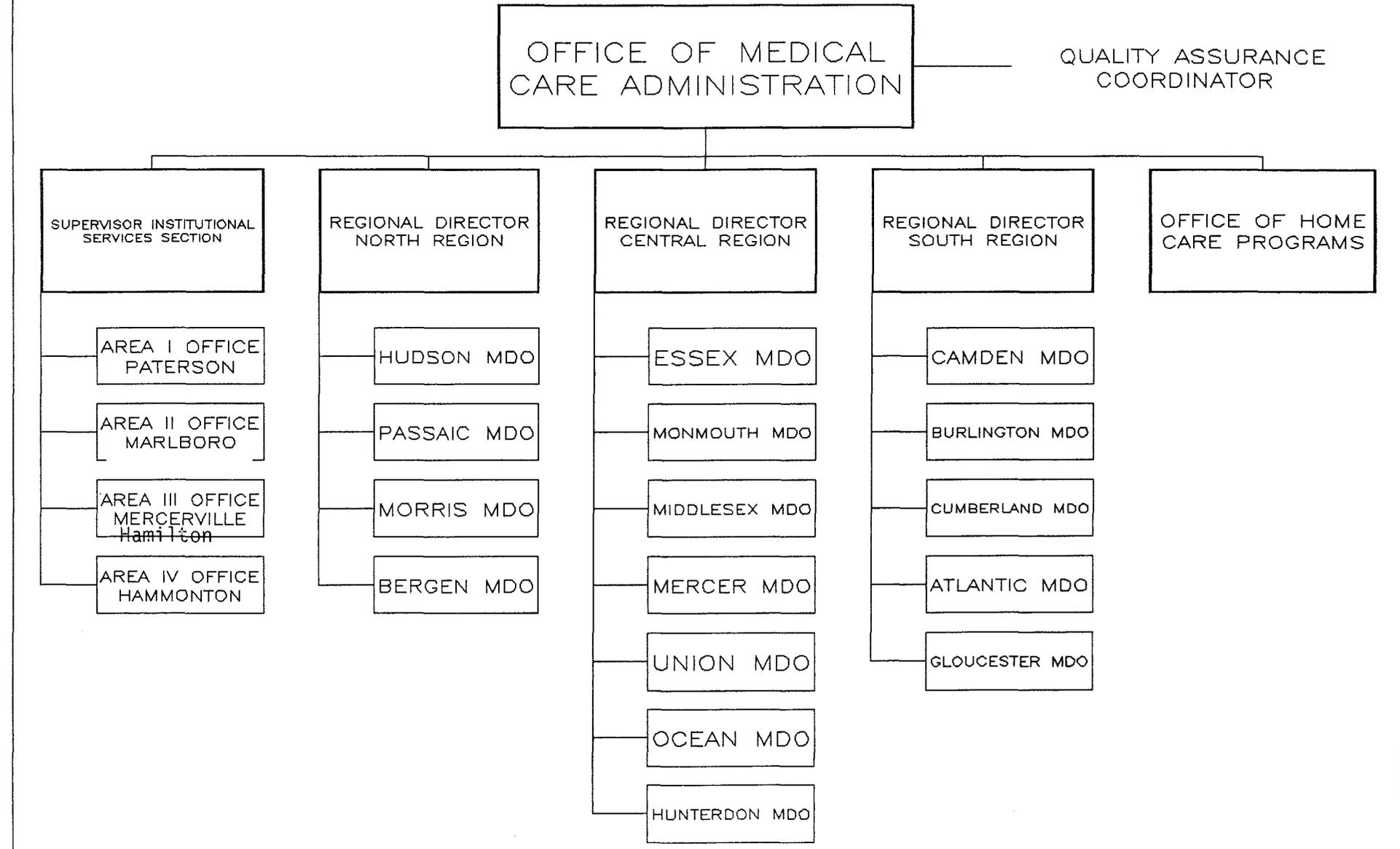
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DEPARTMENT OF HUMAN SERVICES DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES



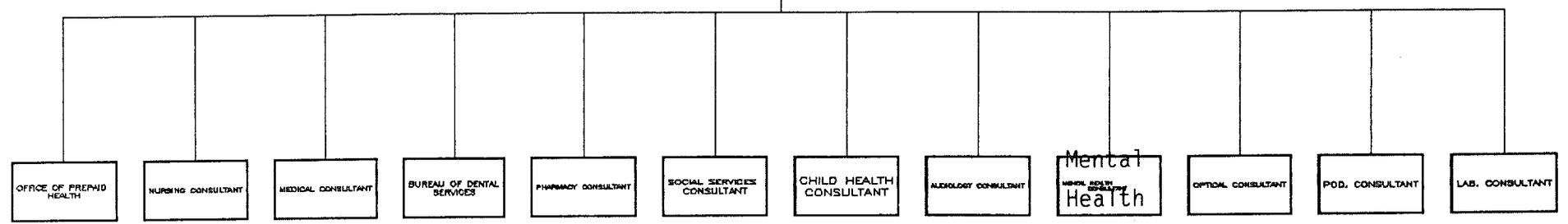
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DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE
AND HEALTH SERVICES

OFFICE OF THE
MEDICAL DIRECTOR



OFFICE OF PREPMD
HEALTH

NURSING CONSULTANT

MEDICAL CONSULTANT

BUREAU OF DENTAL
SERVICES

PHARMACY CONSULTANT

SOCIAL SERVICES
CONSULTANT

CHILD HEALTH
CONSULTANT

ALCOHOL CONSULTANT

Mental
Health

OPTICAL CONSULTANT

POD. CONSULTANT

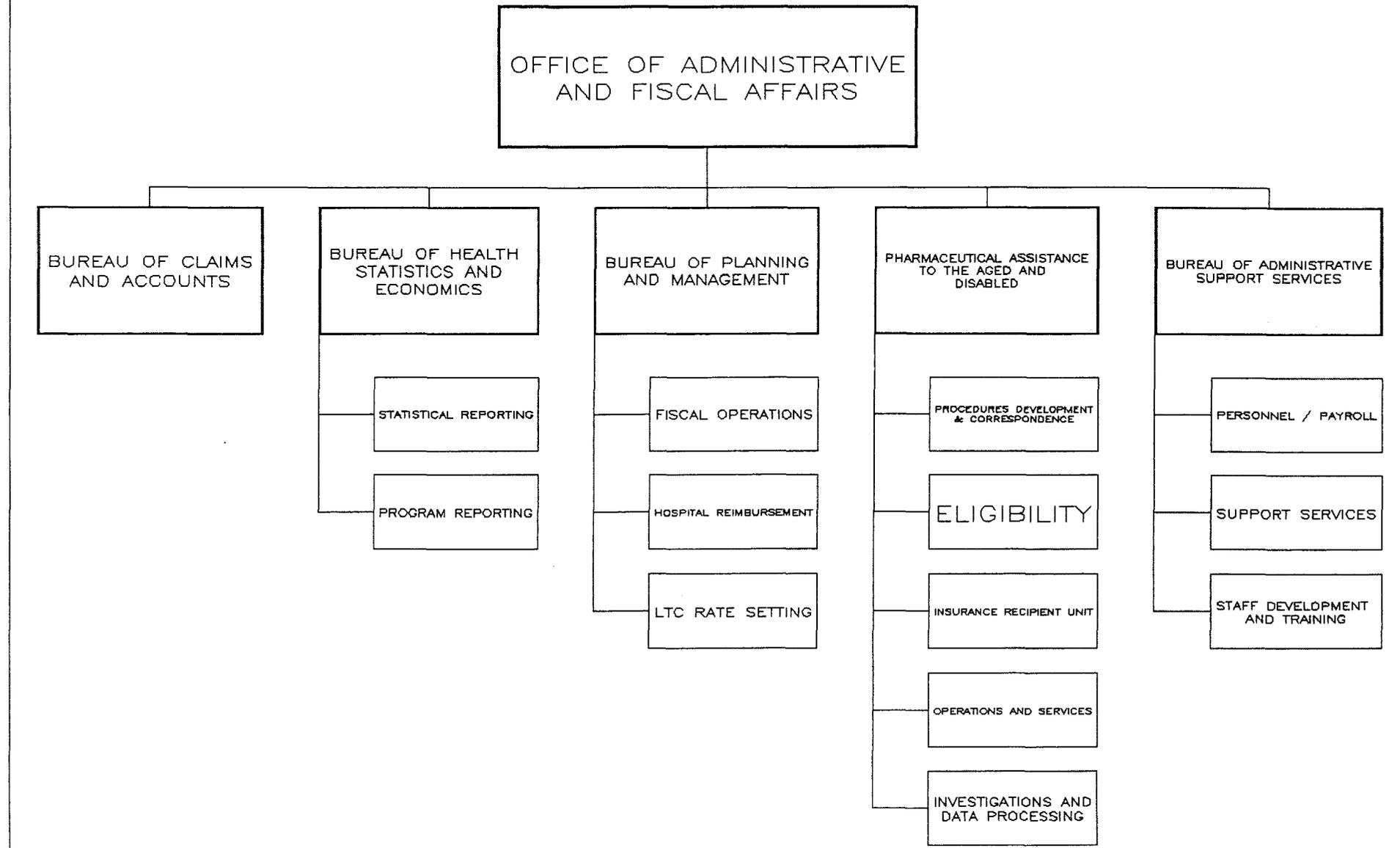
LAB. CONSULTANT

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DEPARTMENT OF HUMAN SERVICES DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

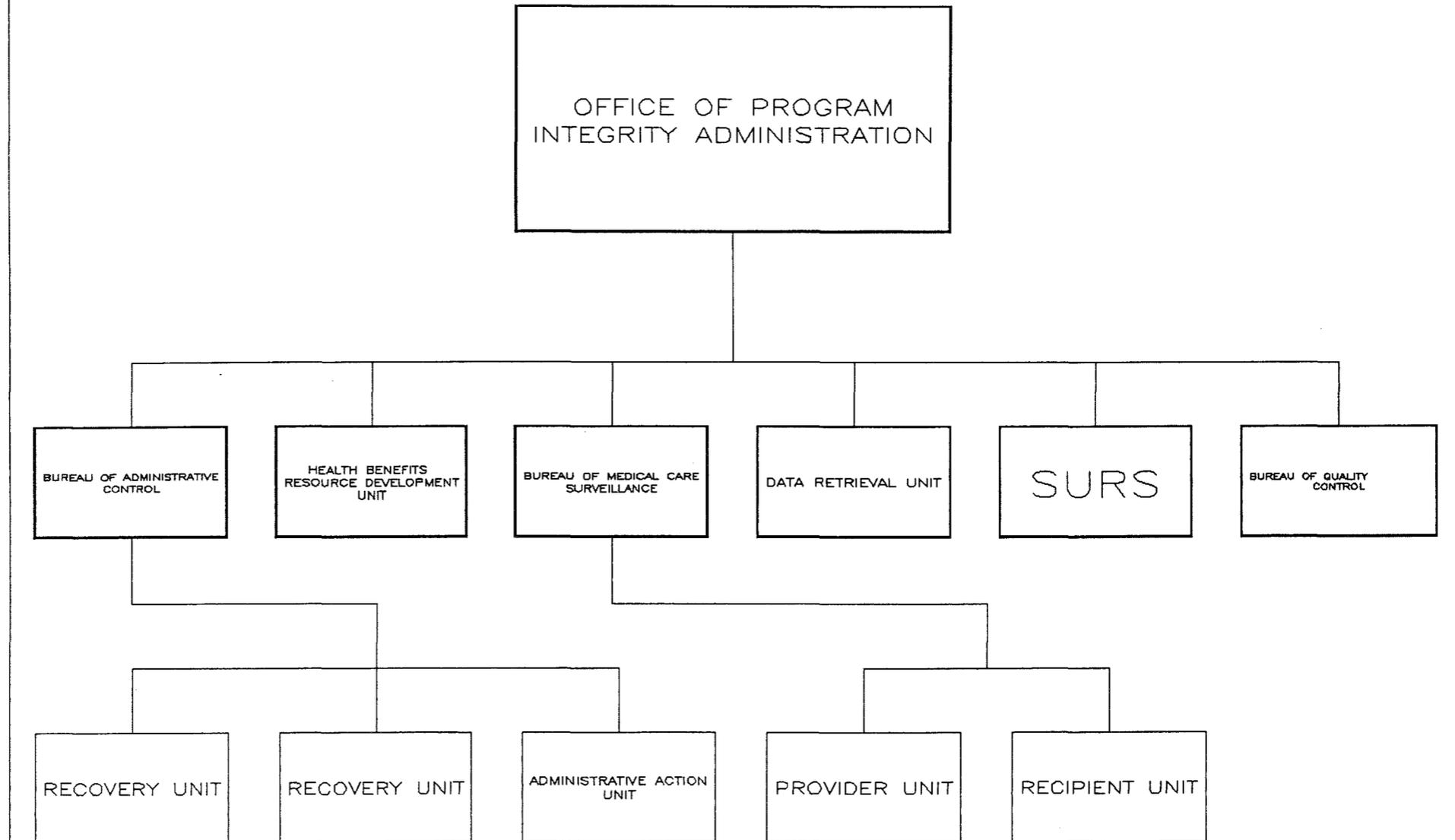


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DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE
AND HEALTH SERVICES



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

OPERATIONAL RESPONSIBILITIES
Major Units and Staff

DIRECTOR

This office is responsible for the overall management, administration and development of the programs administered by the Division. Areas of responsibility of this office involve interpretation of program policy and related program activity, study of federal and State legislation and federal regulations as they pertain to program functioning, policy formulation, issuance of Final Agency Decisions in contested cases, provider suspensions and debarments, and program planning and evaluation. The responsibilities of this office also include responding to legislative and constituent concerns, and serving as a link with provider organizations and client advocates.

MEDICAL ASSISTANCE AND HEALTH SERVICES ADVISORY COUNCIL

The primary objective of the Advisory Council is to advise the Division about health care issues and to foster communication between the larger, pluralistic community. The establishment of the Council is in accordance with federal regulation. The Council's membership is comprised of providers, consumers, Division staff and staff from other State and federal agencies.

DEPUTY DIRECTOR

The Deputy Director is responsible for supporting the Director, and for supervising operational functions of the Division. The Deputy Director is responsible for supervising the Office of Program Integrity Administration, which monitors providers, beneficiaries and others to identify and take action on fraud, abuse and third party liability. Among the Deputy Director's other duties is responsibility for DMAHS legal and regulatory issues and the Office of Utilization Management, which has three units which oversees appropriate utilization of pharmaceuticals, the Bureau of Home and Community Services which oversees home care services, 1915c waiver programs and private duty nursing and the unit for non-institutional policy and consultation which uses managed care principles to oversee utilization of services in fee-for-service, as well as being responsible for monitoring the utilization of non-institutional services under managed care; the Office of Human Resources, which is responsible for the personnel, payroll, Public Employees Occupational Safety and Health (PEOSH)

00-5-MA(NJ)

Supersedes SPA 87-3-MA

TN 00-5 Approval Date AUG 7 2000
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and employee relations issues for the Division of Medical Assistance and Health Services and the Division of Family Development; the Office of Customer Service, which oversees the daily operations of the 10 Medicaid District Offices (MDOs) and will design a campaign of beneficiary education on managed care to be carried out by the MDOs; and the Bureau of Statistical Analysis and Managed Care Reimbursement, which compiles and extrapolates data through statistical probability sampling, regression or correlation analysis, computer file extracts and manipulation, geographical presentation, or other research methods which will enable management to make informed decisions.

CHIEF OF STAFF

The Chief of Staff is responsible for program development and support activities. Specific units and functional responsibilities include: the Office of Quality Assurance, which contains several units devoted to ensuring the quality of services of managed care and FFS providers; the Office of Information Systems, which plans, designs, recommends and implements major automated systems in order to fulfill the statistical, administrative, and general data processing needs of the Division; the Office of Premium Assistance and Support, which is responsible for implementing the Partnership program and administering the other programs that subsidize coverage (buy-in, SLMB and purchase of premiums); the Provider Relations Unit, which is responsible for developing and maintaining linkages with the non-institutional provider community, and provider recruitment; and the Bureau of Policy, which is responsible for monitoring and analyzing all changes and potential changes in federal statutes, regulations, policy and procedures related to programs administered by the Division.

CHIEF FINANCIAL OFFICER

This section oversees the operations of the financial and administrative service offices. Specific units and functional responsibilities include: the Bureau of Budget and Accounting, which prepares budget estimates and provides information for program evaluation and the development of policy; the Office of Administrative Services, which is responsible for coordinating support activities for the Division; the Bureau of Financial Reporting, which performs the cost accounting activities for the Division and selected federal financial reporting functions, including submitting the estimate and claim for federal Medicaid funding; and the Office of Reimbursement Services, which is responsible for hospital and other provider reimbursement services.

00-5-MA(NJ)

Supersedes SRA 87-3-MA

TN 00-5

AUG 7 2000

APPROVAL

Supersedes TN 87-3 Effective Date MAY 1 2000

CHIEF OF OPERATIONS

This sector has oversight and management responsibilities for services to beneficiaries and providers within the Medicaid and Medicaid-related programs. Specific units and functional responsibilities include oversight of the New Jersey KidCare and FamilyCare Programs, including the review and final approval of all NJ KidCare cases which are determined eligible for NJ KidCare Plan A (Medicaid) by a State vendor; the Bureau of Eligibility Policy, which is the focal point for the development, interpretation and communication of Medicaid eligibility policy to the county welfare agencies, Division staff, and outside agencies and parties; the Bureau of Eligibility Operations, which contains and coordinates the activities of four component units, all of which are involved in evaluating some or all eligibility criteria for specialized Medicaid programs; and the Managed Care Account Coordinators, who are responsible for the overall coordination and integrity of managed care enrollment and capitation payments.

OFFICE OF MANAGED HEALTH CARE

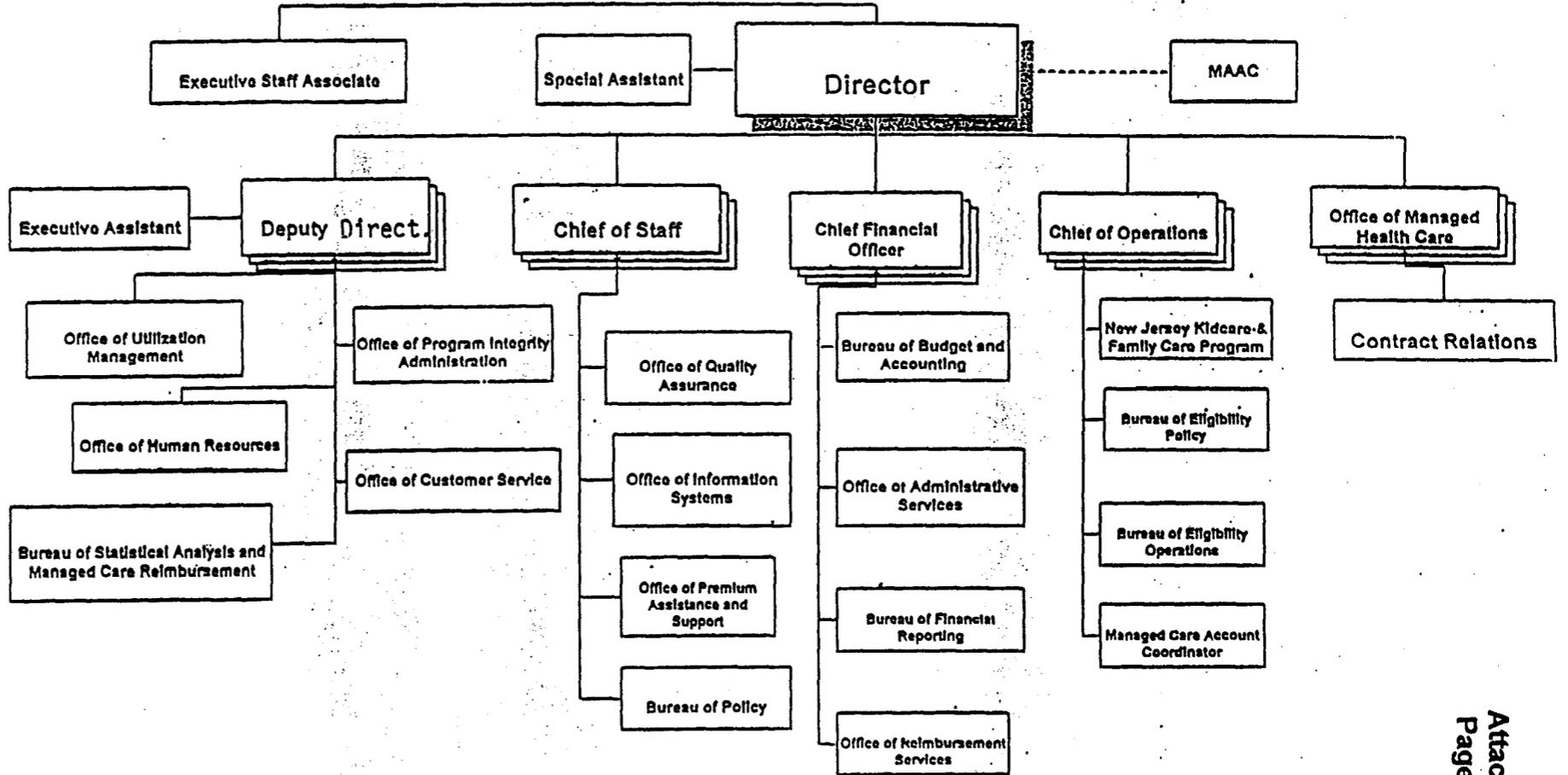
The Office of Managed Health Care reports to the Director and is responsible for the development and negotiation of the contracts with the HMOs; is the primary liaison with the HMOs; and is responsible for general managed care contract relations, HMO policy and procedures and HMO marketing activities. In addition, the office has responsibility for policy development as it relates to managed care, intra-interagency liaison for policy issues which impact on managed care and on which managed care has impact on other agencies. The office has oversight and management responsibilities for the Health Benefits Coordinator contract.

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DEPARTMENT OF HUMAN SERVICES
 DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES



Supersedes SPA 87-3-MA IN 00-5
 Supersedes TN 87-3 Effective Date MAY 1 2000
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STAFFING SUMMARY BY UNIT

OFFICE OF THE DIRECTOR 501 TOTAL POSITIONS

Professional	7	
Clerical	3	10

OFFICE OF DEPUTY DIRECTOR

Professional	2	
Clerical	2	4

ELIGIBILITY POLICY UNIT

Professional	5	
Clerical	2	7

OFFICE OF PROGRAM DEVELOPMENT

Professional	4	
Clerical	1	5

RESEARCH AND DEVELOPMENT 502

Professional	3	
Clerical	2	5

LIFELINE ASSISTANCE PROGRAM 503

Professional	6	
Para-Professional	2	
Clerical	34	42

QUALITY CONTROL-LIFELINE 504

Clerical	1	1
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QUALITY CONTROL-ADMINISTRATION 505

Professional	1	
Clerical	1	2

QUALITY CONTROL-MEDICAID 506

Professional	13	
Para-Professional	0	
Clerical	6	19

QUALITY CONTROL - PAA 507

Professional	3	
Clerical	7	10

CONTRACTOR COORDINATOR 508

Professional	2	
Clerical	1	3

MANAGEMENT INFORMATION SYSTEMS 509

Professional	36	
Clerical	4	40

ADMINISTRATIVE AND FISCAL AFFAIRS 510

Professional	4	
Clerical	2	6

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BUREAU OF ADMINISTRATIVE SUPPORT SERVICES 511

Professional	1	
Clerical	1	2

STAFF DEVELOPMENT AND TRAINING 512

Professional	8	
Clerical	2	10

GENERAL SERVICES 513

Professional	3	
Clerical	16	19

PERSONNEL 514

Professional	3	
Para-Professional	1	
Clerical	4	
Payroll (clericals)	4	12

BUREAU OF CLAIMS AND ACCOUNTS 516

Professional	3	
Para-Professional	2	
Clerical	19	24

PHARMACEUTICAL ASSISTANCE TO THE AGED AND DISABLED 517

Professional	17	
Para-Professional	17	
Clerical	130	164

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HEALTH STATISTICS AND ECONOMICS 521

Professional	25	
Clerical	13	38

PLANNING AND MANAGEMENT 523

Professional	16	
Clerical	9	25

PROGRAM INTEGRITY 530

Professional	2	
Clerical	2	4

HEALTH BENEFITS RESOURCE DEVELOPMENT

Professional	5	
Clerical	2	7

MICROFILM SECTION 531

Professional	2	
Clerical	6	8

ADMINISTRATIVE CONTROL 532

Professional	26	
Clerical	9	35

SURS REVIEW UNIT 533

Professional	8	
Clerical	1	9

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SURVEILLANCE (MEDICAID) 536

Professional	28	
Clerical	9	37

SURVEILLANCE (PAAD) 537

Professional	1	1
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MEDICAL CARE ADMINISTRATION 548

Professional	3	
Clerical	5	8

MEDICAL CARE ADMINISTRATION:

NORTHERN REGION

Professional	12	
Clerical	2	14

BERGEN MDO

Professional	11	
Clerical	6	17

HUDSON MDO

Professional	10	
Clerical	10	20

MORRIS MDO

Professional	18	
Clerical	8	26

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PASSAIC MDO

Professional	14	
Clerical	7	21

CENTRAL REGION

Professional	3	
Clerical	2	5

ESSEX MDO - NEWARK

Professional	12	
Clerical	10	22

ESSEX MDO - SUBURBAN

Professional	15	
Clerical	9	24

HUNTERDON MDO

Professional	11	
Clerical	3	14

MERCER MDO

Professional	7	
Clerical	5	12

MIDDLESEX MDO

Professional	16	
Clerical	6	22

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MONMOUTH MDO

Professional	20	
Clerical	8	28

OCEAN MDO

Professional	11	
Clerical	6	17

UNION MDO

Professional	9	
Clerical	4	13

SOUTHERN REGION

Professional	2	2
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ATLANTIC MDO

Professional	9	
Clerical	5	14

BURLINGTON MDO

Professional	18	
Clerical	6	24

CAMDEN MDO

Professional	15	
Clerical	6	21

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CUMBERLAND MDO

Professional	17	
Clerical	5	22

GLOUCESTER MDO

Professional	10	
Clerical	4	14

ISS - HAMILTON

Professional	6	
Para-Professional	5	
Clerical	7	18

ISS - PATERSON

Professional	3	
Para-Professional	4	
Clerical	5	12

ISS - HAMMONTON

Professional	3	
Para-Professional	8	
Clerical	8	19

ISS - MARLBORO

Professional	4	
Para - Professional	6	
Clerical	4	14

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PROCEDURES DEVELOPMENT AND COMMUNICATION 550

Professional	5	
Clerical	3	8

RETROACTIVE ELIGIBILITY 553

Professional	2	
Clerical	13	15

HOME CARE PROGRAMS 554

Professional	9	
Para-Professional	1	
Clerical	4	14

OFFICE OF THE MEDICAL DIRECTOR 570

Professional	2	
Clerical	3	5

CHILD HEALTH 571

Professional	3	
Clerical	1	4

NURSING SERVICES 573

Professional	3	
Clerical	1	4

PROFESSIONAL AND TECHNICAL SERVICES 574

Professional	3	
Clerical	1	4

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BUREAU OF DENTAL SERVICES 576

Professional	14	
Clerical	8	22

VISION CARE

Professional	1	
Clerical	4	5

PODIATRY SERVICES 578

Professional	1	
Clerical	1	2

PHARMACEUTICAL SERVICES 579

Professional	2	
Clerical	2	4

MENTAL HEALTH SERVICES 584

Professional	2	
Clerical	2	4

SOCIAL SERVICES

Professional	4	
Clerical	1	5

PREPAID HEALTH

Professional	8	
Clerical	3	11

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DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES
TRENTON, NEW JERSEY 08625

AGENCY(IES) OTHER THAN THE DEPARTMENT OF HUMAN SERVICES
THAT DETERMINE ELIGIBILITY

SOCIAL SECURITY ADMINISTRATION

The Administration through its District Offices is responsible for determining eligibility for Supplemental Security Income for Aged, Blind or Disabled persons. Current staffing and functions of District Offices are on file with the Social Security Administration.

N.J. 9/14/78 INCORP. 11/3/78 RESUBMITTED 7-1-78