## APPENDIX G

## Appendix G Executive Staff and Key Administrative Personnel Checklist

|                                                       |                                                                |          |                   |          | ,                                            |          |                    |                      |                      |
|-------------------------------------------------------|----------------------------------------------------------------|----------|-------------------|----------|----------------------------------------------|----------|--------------------|----------------------|----------------------|
|                                                       |                                                                | Name     | Position<br>Title | Resume   | Level of<br>Effort re:<br>Major Pgm<br>Areas | Role     | Job<br>Description | Physical<br>Location | Accessible<br>to DHS |
| Executive<br>Management  Key Administrative Positions | Full Time<br>Administrator                                     | *        | ✓                 | ✓        | ✓                                            | ✓        | *                  | ✓                    | ~                    |
|                                                       | Chief Financial<br>Officer                                     | *        | ✓                 | ✓        | ✓                                            | ✓        | *                  | ✓                    | ~                    |
|                                                       | Chief Medical<br>Officer/Medical<br>Director                   | *        | ✓                 | <b>*</b> | ✓                                            | <b>*</b> | *                  | ✓                    | ✓                    |
|                                                       | Pharmacy Director                                              | ✓        | ✓                 | ✓        | ✓                                            | ✓        | ✓                  | ✓                    | ✓                    |
|                                                       | Dental Officer                                                 | ✓        | ✓                 | ✓        | ✓                                            | ✓        | <b>✓</b>           | ✓                    | ✓                    |
|                                                       | HealthChoices<br>Program Manager                               | ✓        | ✓                 | ✓        | ✓                                            | ✓        | ✓                  | ✓                    | ✓                    |
|                                                       | Chief Information<br>Officer                                   | ✓        | ✓                 | ✓        | ✓                                            | ✓        | ✓                  | ✓                    | ✓                    |
|                                                       | QM Coordinator                                                 | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | BH Coordinator                                                 | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | UM Coordinator                                                 | 1        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | FT SNU<br>Coordinator                                          | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | FT Government<br>Liaison                                       | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | Maternal<br>Health/EPSDT<br>Coordinator                        | ✓        | ✓                 |          |                                              |          | <b>√</b>           | ✓                    | ✓                    |
|                                                       | Member Services<br>Manager                                     | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | Provider Services<br>Manager                                   | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | Complaint,<br>Grievance and DHS<br>Fair Hearing<br>Coordinator | <b>*</b> | <b>*</b>          |          |                                              |          | ✓                  | ✓                    | <b>*</b>             |
|                                                       | Compliance Officer                                             | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | Claims<br>Administrator                                        | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | Provider Claims<br>Educator                                    | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | HEDIS Project<br>Manager                                       | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |
|                                                       | other key<br>personnel id'd by<br>Applicant                    | ✓        | ✓                 |          |                                              |          | ✓                  | ✓                    | ✓                    |