

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

March 15, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Jim Wooten, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from Department of Human Services (DHS), Division of Children and Family Services (DCFS) to obtain two positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a). The positions to be surrendered and that have been requested are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POSITION COUNT</u>
N134N	DHS/DCFS Asst Director	GS14	\$86,887 - \$125,986	2

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22109730	Behavioral Health Asst Director of Children's Svcs	N156N	GS12	\$69,776 - \$101,175
22109426	DHS/DCFS Administrator of Admin Services	N151N	GS12	\$69,776 - \$101,175

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

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JUSTIFICATION

DCFS requests to change the classifications of these two positions, by swapping them through the Surrender Pool due to the roles and responsibilities, and to ensure consistency in the division among Assistant Directors. One position (22109730) is currently over the Mental Health and Treatment Services and is a licensed clinician responsible for placement/treatment of the most complex children and youth in foster care. DCFS will be adding the Qualified Residential Treatment Provider contracts (approximately \$14 million per year), counseling contracts (\$1.2 million per year), and psychological evaluation contracts (\$500,000 per year) underneath this position. The other position (22109426) will act as the Project Director over the State Comprehensive Child Welfare Information System, which is the replacement system for all child welfare case management. They will assist in design, development, and implementation and work with numerous other departments as well as multiple contracts tied to this process. In addition to the new system, this position has taken on an additional staff of fifteen (15) employees within the eligibility unit, which is responsible for making IV-E determinations and assessing Medicaid category determination for all foster care children.

Each of the positions to be surrendered have an incumbent that would promote into the new positions with a 10% salary increase. Therefore, the expected cost is approximately \$19,949, including matching, and no additional general revenue funds are requested.

The Office of Personnel Management has reviewed these requests and **recommends** the approval of two positions from the OPM surrender pool.

Your consideration of this request is greatly appreciated.


STATE PERSONNEL DIRECTOR


DATE

KB/sd:1-2

1751



ARKANSAS
DEPARTMENT OF
**HUMAN
SERVICES**

Office of Human Resources

P.O. Box 1437, Slot W301, Little Rock, AR 72203-1437

P: 501.682.6499 F: 501.682.6569

March 2, 2023

Kay Barnhill, State Personnel Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Swap Pool – DCFS for FY 2023

Ms. Barnhill:

The Department of Human Services (DHS), Division of Children and Family Services (DCFS), is requesting a swap pool exchange of two GS12 position (22109730 – N156N Behavioral Health Assistant Director Children’s Services and 22109426 – N151N DHS/DCFS Admr Admin Services) for two GS14 position (N134N DHS/DCFS Assistant Director). DCFS is seeking this change due to the roles and responsibilities of these positions and ensuring consistency in the division among Assistant Directors.

Position 22109730 Assistant Director will be over the Mental Health and Treatment Services in DCFS. This individual would be a master’s level licensed clinician who is responsible for placement and treatment of the most complex children and youth in foster care. There are currently 323 foster children in comprehensive residential care or qualified residential treatment programs. The position would handle daily crises placement of children with serious emotional disturbances and developmental disabilities (on average, there are 5-7 children that need placement to avoid sleeping in DHS Offices) and is required to be on-call 24 hours a day, 7 days a week. This position will supervise a seven-clinical staff and one administrative staff responsible for coordinating with providers to discharge foster children to appropriate level of care needed for treatment. The position is responsible for oversight and monitoring funding on all comprehensive residential treatment (CRT) contracts that include hospitals with acute and subacute treatment and psychiatric residential treatment facilities. CRT contracts are approximately \$12 million dollars/year. This also includes tracking all foster children that are on contract, currently 42 children, and discharge planning efforts to get children off contract placements. This position provides consultation with the field staff on mental health needs of foster children, assists with coordination of treatment and services, and addresses barriers with other divisions, providers, and the PASSE.

DCFS plans to add the Qualified Residential Treatment Provider contracts, approximately \$14 million/year, and ensuring all federal requirements are met to draw down federal funds for these contracts. In addition, adding DCFS counseling contracts (\$1.2 million) and psychological evaluation contracts (\$500k) since both are clinical. This will ensure all clinical are housed under the same assistant director. The current incumbent in the GS12 position will be moved into the GS14 role and will receive a 10% promotion. The total increase, including fringe, would be \$9,730 which the division can absorb.

Position 22109426 Assistant Director will be Project Director over the State Comprehensive Child Welfare Information System (CCWIS). This position is responsible for the day-to-day operations and all facets of the design, development, and implementation of the replacement child welfare case management system used by over 1,400 DCFS, AR State Police, Office of Chief Counsel, UAMS PACE, and MidSOUTH Training Academy staff. The comprehensive child welfare information system-ARfocus-will be the system of record for all child maltreatment investigations, service cases (foster care and in-home), adoption cases, and foster/adoptive providers. The system will include functionality for recruitment and ongoing licensing for foster/adoptive parents and the financial system for board, contract, and subsidy payments for foster/adoptive children. This position is responsible for all project issues, risks, change requests, enhancements, backlog items, user acceptance testing, bug tracking, and defect resolution to have a successful system go-live. The position oversees the RedMane contract, which is an IT software company acquired through a competitive bid (RFP) process for a total case management system replacement. It is a deliverable based contract to determine progress and completion of certain milestones (50+ project deliverables) and is a \$28,087,213.00 contract. This position also provides contract management for the NTT Data contract: Project Management Office (PMO) which is a \$4,104,334.08 contract. The PMO maintains the standards of the ARfocus day-to-day operations. The PMO retains the documentation and metrics for executing the project and is tasked with ensuring the project is delivered on time and within budget. The position handles the Maximus Contract: Independent Verification & Validation (IV&V) which is a \$909,090.48 contract that confirms (verify) that the CCWIS project requirements are correctly defined and confirms (validate) that the IT contract vendor correctly implements the required functionality, security requirements, and ensures that the product is

structurally sound and built to the required specifications. This position also serves as the DCFS liaison for IT needs and handles claims commission cases.

In addition to managing the case management system development, this position has taken over supervising the eligibility unit which is a staff of 15. The eligibility unit is responsible for making IV-E determinations and assessing Medicaid category determination for all children entering foster care in AR. Title IV-E of the Social Security Act is the largest federal funding stream for child welfare activities. The funding stream supports foster care, adoption assistance, and guardianship assistance programs. States receive a level of reimbursements from the federal government for eligible claims. The current incumbent in the GS12 position will be moved into the GS14 role and will receive a 10% promotion. The total increase, including fringe, would be \$10,219 which the division can absorb.

DHS/DCFS believe that the duties and responsibilities stated above, justify that each of these roles are a GS14. Should further information be required, please contact me at (501) 320-6250.

Sincerely

A handwritten signature in blue ink that reads "Damian Hicks". The signature is written in a cursive, slightly slanted style.

Damian Hicks
DHS Chief Human Resources Officer

CC: Mischa Martin



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0710	DHS	3/1/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22109730	Behavioral Health Assistant Director Children's Services	GS 12	N16N
22109426	DHS/DCFS Admr Admin Services	GS 12	N5N

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DHS/DCFS Assistant Director	GS14	N134N
	DHS/DCFS Assistant Director	GS14	N134N

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Damian Hicks, Chief of Human Resources	3/1/23

Agency Director	Date
Damian Hicks, Chief of Human Resources	3/1/23