



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

February 10, 2022

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Jim Wooten, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Joint Budget Committee
 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 Medical Services. DHS is requesting to utilize the certification differential up to 10% for the classifications listed below:

Class Code	Title	Grade	# of Positions	Salary Range
M038C	Registered Nurse	MP01	7	\$63,830 - \$88,058
L070C	Health Care Analyst	GS05	1	\$32,405 - \$46,987
G152C	DHS Program Manager	GS08	1	\$45,010 - \$65,264
L027C	Registered Nurse Supervisor	MP02	3	\$71,403 - \$99,964
G099C	DHS Program Administrator	GS09	1	\$50,222 - 72,821
C013C	Medical Services Representative	GS06	1	\$36,155 - \$52,424
L009C	Nurse Manager	MP03	1	\$79,879 - \$113,428

Certifications Eligible for Additional Pay

American Academy of Professional Coders Certified Professional Coder: Medical Coding

American Academy of Professional Coders Certified Professional Coder: Dental Billing & Coding

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JUSTIFICATION

DHS is requesting positions, within the Prior Authorization/Utilization Review unit only, receive the certification differential for the specific certifications listed. DHS states that the demand for these certifications has always been high, yet very few employees will complete it due to the high cost. Recently, this unit has lost a significant number of employees to the private sector where the pay is higher, and they can afford to obtain these certifications on their own. While DMS is unable to pay for this certification, they feel that offering this incentive will encourage employees to obtain the valuable certifications on their own. The expected cost is approximately \$131,092, including matching, and no additional general revenue funds are requested. This will be matched at 50% by the Federal Medical Assistance Percentage.

The Office of Personnel Management has reviewed this request and **recommends** the approval of the certification differential as listed above. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED
SERVICES



DATE

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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

February 17, 2022

Kay Barnhill, State Personnel Director
Department of Finance and Administration
Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, Arkansas 72201



RE: Professional Certification – DMS FY22

Ms. Barnhill:

The Department of Human Services, Division of Medical Services (DMS) is requesting a professional certification differential, up to ten percent (10%), for positions in the Prior Authorization / Utilization Review (PA/UR) unit. This pay differential would be for staff who complete the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Medical Coding certification; as well as certain Dental PA staff who complete the AAPC-Dental Billing and Coding training and certification. The demand for individuals who have completed this training has always been high. DMS has historically had very few employees who completed the medical or dental billing certification due to the high cost and no monetary incentive. Recently, due to the historically competitive labor market, DMS has lost a significant number of employees to the private sector, where pay is higher. DMS feels that this certification will incentivize employees and will greatly assist in their daily job functions.

At this time, DMS has approximately 15 positions that will benefit from completion of this training, broken down as follows:

- 11 nurses in the PA/UR unit
- 4 non-medical staff in the Dental PA unit

Authorized Job	Authorized Grade	Authorized Title	Number of Positions
L038C	MP01	REGISTERED NURSE	7
L070C	GS05	HEALTH CARE ANALYST	1
G152C	GS08	DHS PROGRAM MANAGER	1
L027C	MP02	REGISTERED NURSE SUPERVISOR	3
G099C	GS09	DHS PROGRAM ADMINISTRATOR	1
C013C	GS06	MEDICAL SERVICES REPRESENTATIVE	1
L009C	MP03	NURSE MANAGER	1

Based on the current fifteen filled positions, at a max of a 10% differential, will be an estimated cost of

\$131,092.11, including fringe, which will be matched at 50% FMAP. The division has the necessary funds for this cost. Should further information be required, please contact me at (501) 320-6250.

Sincerely



Damian Hicks
DHS Chief Human Resources Officer

Cc: Elizabeth Pitman