



**Office of the Health Insurance Commissioner
State Innovation Model (SIM) Test Grant
Project Manager Job Description**

Rhode Island has received \$20 million in federal funding over the next four years to attain the goals of achieving measurable improvement in health and productivity of all Rhode Islanders and better care while decreasing the overall cost of care. The plan is to transition from a disparate, health care provider and payer-centric environment to an organized delivery-payment system that is outcomes-oriented and person-centric.

Interdepartmental Project Manager:

The individual selected for the SIM Project Manager position will serve as the primary liaison with the federal Centers for Medicare & Medicaid Innovation (CMMI) as it pertains to the administration of the SIM Model Test grant award, including the development and oversight of the operational plan and quarterly reporting. They also will work with partner agencies to lead and coordinate the accomplishment of the following six project components outlined in Rhode Island's SIM Model Test grant application:

1. Develop a population health plan with a focus on transforming the behavioral healthcare system
2. Develop and refine clinical outcome measures;
3. Expand the state's health information technology infrastructure;
4. Establish multi-disciplinary teams of health care providers to link provider practices with the communities that they treat (creating more effective relationships);
5. Identify effective strategies for actively engaging patients in their own health care;
6. Achieve alternatives to fee-for-service arrangements, such that by the end of the grant period, 80% of insured Rhode Islanders will be in health insurance arrangements that link payment to value or quality of care.

Duties may include, but are not limited to, the following:

- Act as primary coordinator of the planning, organization and implementation of the overall program;
- Support and facilitate Steering Committee operations, including coordinating the development and preparation of all materials to support the deliberations of the Steering Committee, as well as presentation of subject matter information and data;
- Provide support as necessary for the work of any designated sub-committees;
- Convene and coordinate the work of the SIM Core Planning Team and the SIM State Working Group;
- Establish & maintain relationships and workgroups as needed within partner state agencies and community stakeholders to successfully accomplish project objectives;
- Determine the method of integrating SIM efforts with other state planning efforts (Reinventing Medicaid, Health Care Planning & Accountability Council), as well as with other agency operations;
- Participate in, monitor and track the approval process for grants, projects, or contracts that are part of SIM;
- Coordinate all grant purchasing, hiring and contract management through State of RI purchasing and human resource divisions;
- Gather fiscal and programmatic data and participate in budget planning to ensure that the program functions within cost estimates and in accordance with project timetables and in accordance with the notice of award;
- Conduct program monitoring and contract management;
- Serve as liaison with the federal project officer, the grant evaluation contractor, and any other procured vendor(s);
- Initiate and oversee communications and public relations efforts, in coordination with the EOHHS Communication Director and other partner agencies;



- Assist in drafting required legislation and/or regulations to accomplish grant goals and deliverables;
- Prepare quarterly progress reports and other grant deliverables;
- Prepare comprehensive reports on the planning and progress of program;
- Make public presentations about the project and develop materials for public distribution;
- Perform related duties as required.

Knowledge, Skills, and Abilities: A successful candidate will possess considerable knowledge of:

- Program planning and implementation;
- Grant writing and grants management;
- Goals and objectives of public health, behavioral healthcare and social service agencies including changing healthcare payment models and care delivery models;
- Patterns of preventive medicine and environmental health;
- Relationships between risk factors and health conditions;
- Changing aspects of social-medical philosophies;
- Data and analytics including research and evaluation design methodologies
- State and community organizations and programs involved in field of public health, medical care, health insurance markets;
- Considerable oral and written communication skills;
- Excellent interpersonal skills;
- Ability to plan, organize and direct a complex technical program;
- Ability to analyze, evaluate, and interpret data;
- Ability to lead and train staff;
- Ability to be responsive to multiple leaders and stakeholders in a multi-layered governance model;
- Ability to be flexible and accomplish other duties as required.

Education and Experience Requirements: Bachelor's degree required. Master's degree in public policy or related field preferred. Candidates with credentials in project management will be given special consideration. Five (5) years of professional experience in a health care organization, health systems agency, health insurance industry, health administration setting, or governmental entity or any equivalent combination of education and experience.

Salary:

The SIM Project Manager will be hired at unclassified annual pay grade 839 (\$87,057 - \$101,087)



Hiring Timeline & Process

Week (Business Days)	Activity
May 11 th – 15 th	Job posted on RI.gov / Application period opens
May 18 th – 22 nd	Application period open
May 25 th – 29 th	Application period closes by May 29 th
June 1 st – 5 th	OHIC receives resumes and cover letters
June 8 th – 12 th	Core State Team reviews resumes and chooses candidates for interview. First round of interviews are scheduled for the following week.
June 15 th – 19 th	First round of interviews with staff from OHIC, EOHHS, SIM Steering Committee Chairman Lou Giancola, and one select member of the Steering Committee
June 22 nd – 26 th	Second round of interviews with Commissioner Hittner and Secretary Roberts
June 29 th – July 3 rd	Selected applicant offered position
July 6 th – 10 th	Follow-up activities as needed