

**Texas Childhood Lead Poisoning Prevention Program (TX CLPPP)**  
**CMS Request for Information on Administrative Claim**  
**Attachment A: Job Description Summaries**

<b>1.</b>	<p><b>Position:</b> <span style="float: right;"><b>Data Base Manager</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Outreach</span></p> <p><b>Brief Job Description:</b> Monitors and problem solves data base issues. Monitors data security measures on all data distribution. Establishes criteria for QA/QC of surveillance data; reviews and approves epidemiologic analyses of data; constructs data reports and ensures all required reporting criteria are addressed in submissions to local jurisdictions and other internal and external customers. Identifies issues for Information Emails based on analysis of surveillance data. Collaborates with providers to update lead screening guidelines and objectives of the state's strategic plan.</p>
<b>2.</b>	<p><b>Position:</b> <span style="float: right;"><b>Surveillance Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Outreach</span></p> <p><b>Brief Job Description:</b> Conducts child blood lead surveillance activities using the following data systems: Texas Child Lead Registry Electronic Disease Surveillance System, State Online Lead Activity Reporting (SOLAR), Systematic Tracking of Elevated Lead Levels And Remediation (STELLAR) and National Electronic Disease Surveillance System (NEDSS). Evaluates disease reporting sources to identify areas of underreporting. Reviews disease surveillance data and performs appropriate data analysis to assure data quality. Assists in disease data analysis preparing disease specific databases, providing technical assistance in analyzing data, and preparing summary reports. Provides support in developing policies and procedure manuals for correct data entry, for data quality assurance and for records retention and management for over 500,000 records received annually. Prepares and conducts presentations and training for contractors and medical care providers to improve disease reporting.</p>
<b>3.</b>	<p><b>Position:</b> <span style="float: right;"><b>Data Base Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Outreach</span></p> <p><b>Brief Job Description:</b> Evaluates blood lead data and enters into the Lead Poisoning Surveillance System to meet the definitions, standards, and policies of the program for the effective and efficient rendering of follow up services and enforcement of child lead poisoning prevention laws and regulations. Maintains the ftp secure site for child lead data delivery, updates the system information and accounts. Provides complex technical assistance in planning, development and implementation of system enhancements. Documents, recommends, and tests system fixes and improvements. Distributes lab results and health care provider data. Prepares training materials. Provides technical assistance to contractors and regional health departments on the management of child lead data and related reporting rules and program policies. Trains contractors and other users</p>

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	on data management systems.
<b>4.</b>	<p><b>Position:</b> <span style="float: right;"><b>Data Entry Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Outreach</span></p> <p><b>Brief Job Description:</b> Contacts health care providers for missing information. Collects and compiles data and other reports of children exposed to lead. Prepares reports of children with elevated blood lead levels. Uses EpiInfo and Visual FoxPro files for data entry, editing, and merging electronic data for the Texas Childhood Lead Poisoning Program. Edits and conducts quality control and quality assurance on data from hard copy information. Assists in the development and maintenance of databases of health data from surveillance projects. Maintains and updates a filing system for hard copy lead reports and pertinent health risk information. Reviews Medicaid system to gather missing demographic information for reported children. Contacts health care providers, local and regional health agencies, by phone, fax and in person to obtain missing information on children with blood lead level results. Contacts laboratories to obtain current analysis status. Issues identification numbers to new health care providers and laboratories and enters data into an electronic format. Prepares reports of children with elevated lead levels for processing letters to parents and health care providers. Reviews Spanish translation material for accuracy.</p>
<b>5.</b>	<p><b>Position:</b> <span style="float: right;"><b>Data Entry Operator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing</span></p> <p><b>Brief Job Description:</b> Enters hard-copy reports into EpiInfo (parent questionnaire). Transcribes source documents to machine-acceptable formats. Verifies data and maintains child lead data entry files and documentation.</p>
<b>6.</b>	<p><b>Position:</b> <span style="float: right;"><b>Electronic Data Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Outreach</span></p> <p><b>Brief Job Description:</b> Processes missing data; standardizes patient demographics; verifies lab result information; distributes lab result data; merges healthcare provider information; standardizes patient addresses in preparation to share results with parents and providers. Converts electronic child blood lead level results into a usable and consistent format for analysis by staff and for import into SOLAR and STELLAR. Reviews electronic case information to ensure accuracy of reports. Corrects errors, checks and analyzes information for consistency in all fields. Evaluates the need for changes in data elements to comply with Centers for Disease Control and Prevention requirements. Makes recommendations for management of information relating to childhood blood lead test results. Tracks</p>

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	<p>electronic data submitters and evaluates problems and recommends a corrective course of action when errors occur. Participates in the preparation of training materials for use in training local and regional health departments on appropriate procedures for electronic data gathering to manage data, produce case management and other reports. Assists in developing solutions to data problems in reporting. Evaluates the effectiveness of training program for test result submission.</p>
<p>7.</p>	<p><b>Position:</b> <span style="float: right;"><b>Missing Information Technician</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing</span></p> <p><b>Brief Job Description:</b> Reviews incoming blood lead laboratory data to determine whether all the reportable information has been provided. Ensures all information is obtained before entering the data into the surveillance system. Contacts physicians, laboratories or clinics as needed to obtain the missing information. Enters blood lead data and performs quality control checks. Provides the Surveillance Team Lead with all blood lead reports that have missing information. Enters blood lead data into the lead surveillance program in accordance with administrative policies and procedures. Manages and maintains confidential paper and electronic filing systems.</p>
<p>8.</p>	<p><b>Position:</b> <span style="float: right;"><b>Environmental Specialist III</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Gathers, reviews, enters data, evaluates, and analyzes home visit and environmental investigation survey findings from the state and local government, and other agencies statewide for children with elevated blood lead levels. Resolves data discrepancies. Reviews data for consistency and evaluates findings. Reviews blood lead results for children needing a home visit and/or an environmental investigation according to the Centers for Disease Control and Prevention recommendations. Follows up to ensure actions (visits) are completed and results are shared with the parent and health care provider. Provides technical assistance and consultation to other agencies to plan, implement, and monitor effective environmental information gathering for children with elevated blood lead levels. Provides assistance to parents and community in understanding recommendations and the need to reduce the child's lead exposure. In coordination with the local and regional health departments, assists health care providers, parents, and the community to identify resources for reducing children's lead exposure.</p>

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<b>9.</b>	<p><b>Position:</b> <span style="float: right;"><b>Epidemiologist III</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Data Sharing; Outreach</span></p> <p><b>Brief Job Description:</b> Responsible for supporting data analyses function on TX CLPPP program data and Lead Poisoning Surveillance System data. Initiates, plans, develops, and directs advanced (senior level) epidemiologic investigations and studies of child lead poisoning blood lead data and medical and environmental conditions relating to lead exposure. Conducts data analysis and shares results with health professionals on the epidemiology of lead poisoning, and develops educational material for the general public and the news media. Provides epidemiologic consultation to other DSHS divisions, state and federal agencies, local health departments, media, health professionals, and citizens on adverse health effects which may result from environmental exposures. Assists with special investigations and provide epidemiologic support to the program.</p>
<b>10.</b>	<p><b>Position:</b> <span style="float: right;"><b>Nurse</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Provides skilled professional (Registered Nurse) medical follow-up services on children with very high lead levels (20 mcg/dL and greater). The RN consults with health care providers about the need for additional testing, which may include abdominal x-rays and additional needed laboratory testing as well as the need for diagnostic and follow-up testing for these children. The RN assists the physician in making referrals to specialists when physicians call about treatment for children with levels of 45 mcg/dL and greater. Performs QA/QC on all paperwork entered into the Lead Program data base. Notifies, communicates and follows up with parents on exposure risks to children and impact on their health.</p>
<b>11.</b>	<p><b>Position:</b> <span style="float: right;"><b>Program Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Develops program guidelines, procedures, policies, rules and processes for Public Health Follow-Up activities on children with EBLLs; develops schedules, priorities, and standards for achieving established CLPPP goals and coordinates program activities. Manages the CLPPP Network meetings, the DSHS Regional Health Department Lead Group meetings, the Screening Advisory Committee Meetings, the State Lead Coalition meetings, and attends local lead coalition meeting groups throughout the state. Represents the program area in meetings, conferences, and seminars or on boards, panels, and committees on child lead issues throughout the state. Coordinates with the Nurse on referrals</p>

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	<p>with providers in order to facilitate access to services for children with blood lead levels of 45 mcg/dL and greater. Monitors and implements improvements on established processes for sharing blood lead level results with parents, providers and local jurisdictions. Researches data and prepares presentations on data results/analyses related to risk of lead exposure to children and impact on their health. Provides technical assistance to local jurisdictions on the implementation of follow-up activities on children with EBLLs with parents and providers. Prepares annual and quarterly reports for dissemination to the public, data providers, and other local, state, and federal organizations and agencies. Disseminates program information through oral presentations and the preparation of reports and journal articles. Provides consultative services to Department staff, citizens and local, regional, state and federal agencies. May serve as the legislative contact on program issues and coordinates development of rules or policies resulting from legislative action.</p>
<p><b>12.</b></p>	<p><b>Position:</b> <span style="float: right;"><b>Provider Technician</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Assist with maintaining the Lead Exposure Surveillance case information system and updates pertinent health risk information. Collects and compiles surveillance, environmental, and demographic data of children exposed to lead. Researches complex environmental health risks on lead exposure issues using electronic and manual research sources. Conducts routine follow-up on lead poisoning cases, including contacting and interviewing families and regulatory agencies conducting investigations by phone and in person as needed. Independently consults with hospitals, physicians, health care providers, and local and regional health agencies to collect additional follow-up information. Completes case information forms and surveillance questionnaire data entry, composes summary reports of information of field investigation. Reviews medical record information and incoming lead reports to determine appropriate case classification. Maintains the lead poisoning case management filing system by the correct filing of lead poisoning case reports. Maintains the Case Management Lead Poisoning Surveillance databases and routinely updates confidential pertinent health risk information those data. Transcribes lead-poisoning data from various paper forms to standard surveillance questionnaires. Conducts data entry of those questionnaires into that system. Conducts edit checks to verify the quality of the data. Assists with the coordination and implementation of the outreach efforts to families and health care providers. Communicates with local and regional health departments, health care providers to resolve problems related to case management documentation. Assists with the development of health education programs. Assists in the preparation of reports and evaluation of case management data. Maintains health care provider database current by coordinating reference tables and working with staff to assure current status.</p>

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<b>13.</b>	<p><b>Position:</b> <span style="float: right;"><b>Letters Technician</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Processes timely notifications to health care providers and parents on child lead poisoning prevention. Prepares letters to providers and parents for children with elevated blood lead levels as required by program guidelines. Tracks Letter actions for returns and re-sends. Records documentation of all actions in the appropriate database. Reviews staff reports and recommends appropriate action; evaluates work to improve efficiency and determine program effectiveness. Participates in planning and conducting child health poisoning prevention goal and objective training. Trains contractors and others on state law requirements and CDC recommendations. Provides technical assistance to staff and contractors on budget. Monitors compliance with reporting requirements. Serves as a public resource in creating awareness of child lead poisoning prevention program issues for parents. Tracks data requests. Sends parent education packet on lead exposure and risks to child health.</p>
<b>14.</b>	<p><b>Position:</b> <span style="float: right;"><b>Follow-up Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Maintains the provider and parent notification system for children with elevated blood lead levels. Enters data into database to document current status of child as appropriate. Imports database tables from EBLL file into data system. Reconciles incoming records with Master PCP file. Runs duplicate child case report. Communicates extensively with regional lead contact persons on a daily/weekly basis to assist with problems related to the follow-up of children with elevated lead levels. Evaluates system need for changes, additional specifications, and updates. Provides consultation and communication with providers via phone, letters, fax, and e-mail on a daily/weekly basis about the follow-up and care of children with elevated lead levels, including immediate contact with providers for those children with critical levels to obtain accurate blood lead levels. Assists in coordinating the statewide Lead Work Group CLPPP Network and Screening Advisory Group consisting of representative from various central, regional and DSHS division programs. Serve as participant of the group and implements action steps after meetings based on work group's decision, including completion of projects needed as part of the statewide system.</p>

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<b>15.</b>	<p><b>Position:</b> <span style="float: right;"><b>Environmental Specialist</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Administrative Case Management; Outreach</span></p> <p><b>Brief Job Description:</b> Gathers, reviews, enters data, evaluates, and analyzes home visit and environmental investigation survey findings from the state and local government, and other agencies statewide for children with elevated blood lead levels. Resolves data discrepancies. Reviews data for consistency and evaluates findings. Provides expert information on toxicology issues related to lead exposures and risks to child health. Institutes quality assurance measures and writes protocols for investigation information handling to produce a more effective program and process. Develops, maintains and disseminates policy and procedures for environmental visits processes. May conduct environmental investigations. Reviews blood lead results for children with EBLLs needing a home visit and/or an environmental investigation according to the Centers for Disease Control and Prevention recommendations. Conducts outreach and provides assistance to health care providers in scheduling visits. Follows up to ensure actions (visits) are completed and results are shared with the parent and health care provider. Gathers, reviews, enters data, evaluates, analyzes home visit and environmental investigation survey findings from the state and local government, and other agencies statewide for children with elevated blood lead levels. Provides technical assistance and consultation to other agencies to plan, implement, and monitor effective environmental information gathering for children with elevated blood lead levels. Provides assistance to parents and community in understanding recommendations and the need to reduce the child's lead exposure. In coordination with the local and regional health departments, assists health care providers, parents, and the community to identify resources for reducing children's lead exposure.</p>
<b>16.</b>	<p><b>Position:</b> <span style="float: right;"><b>Outreach Coordinator</b></span></p> <p><b>Medicaid Admin Activity:</b> <span style="float: right;">Outreach</span></p> <p><b>Brief Job Description:</b> Develops program outreach program toward elimination of child lead poisoning. Implements effective techniques for evaluating outreach programs. Develops policy and procedure manuals relating to outreach to health care providers, families, children, and other agencies relating to primary and secondary prevention for children with elevated blood lead levels. Coordinates and provides technical assistance to Strategic Planning Committee. Researches lead poisoning prevention topics and interprets data analyses on children with EBLLs. Recommends outreach interventions and tracks outreach activities of local jurisdictions. Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for local programs. Consults with public and private agencies involved in the program to resolve problems, identify training needs, and discuss program</p>

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	<p>effectiveness. Prepares administrative reports, studies, and specialized research projects. Collects, organizes, analyzes, prepares, develops, and disseminates educational outreach material in response to requests for information and reports. Assures web site and outreach material is current. Conducts surveys or reviews outreach efforts to determine compliance with agency requirements, laws, regulations, policies, and procedures. Provides consultative services and technical assistance to plan, implement, and monitor effective outreach interventions.</p>
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1) **Medicaid Administrative Activity** - More information on the specific range of activities for each staff is requested. For example, case management and data sharing are one of the activities listed-which staff performs these activities and what exactly is done? Please define these activities further.

<b>Medicaid Administrative Activity</b>	<b>Tasks</b>	<b>*Positions (see * at end of table)</b>
Data Sharing	<p>A) Data Processing - Manage Blood Lead Level Reports:</p> <ul style="list-style-type: none"> <li>• Monitor all incoming electronic data and hardcopy reports.</li> <li>• Verify quality of information received in the electronic data and hardcopy reports.</li> <li>• Process all electronic data and hardcopy reports.</li> <li>• Update and distribute output data in a secure manner to appropriate parties: Master Database, Public Health Follow-Up.</li> </ul> <p>B) Master Merge – ensure data quality and accuracy:</p> <ul style="list-style-type: none"> <li>• Merge the Main Batch of processed CLPPP Data with the Master database.</li> <li>• Synchronize Medicaid ID numbers with newer standardized data for the current year.</li> <li>• Conduct QA and QC on the data in preparation for CLPPP data analysis</li> </ul> <p>C) Prepare reports and submit data to external and internal customers:</p> <ul style="list-style-type: none"> <li>• Data submission to local jurisdictions following up on children with EBLLs, HHSC, CDC, THSteps and to CLPPP staff to coordinate access to service and outreach activities.</li> </ul>	<p>Staff positions primarily responsible for Data Sharing activities (A-C):</p> <ol style="list-style-type: none"> <li>1. Data Base Manager</li> <li>2. Surveillance Coordinator</li> <li>3. Data Base Coordinator</li> <li>4. Data Entry Coordinator</li> <li>5. Data Entry Operator</li> <li>6. Electronic Data Coordinator</li> <li>7. Missing Information Technician</li> <li>8. Environmental Specialist III</li> <li>9. Epidemiologist III</li> </ol>
Administrative	D) Public Health Follow-up – identify children	Staff positions primarily

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Case Management	<p>with elevated blood lead levels (EBLLs) and unsatisfactory samples; and ensure the parents and providers of those children are notified:</p> <ul style="list-style-type: none"> <li>• Data Import, review and analysis.</li> <li>• PCP/Parent Letters.</li> <li>• Case report monitoring on Environmental Lead Investigation data and notification to providers and parents of possible sources of lead exposure.</li> </ul> <p>E) Provide access to care - identify need for medical services and facilitate access to services:</p> <ul style="list-style-type: none"> <li>• Facilitate access to appropriate medically necessary services for all children with elevated blood lead levels (EBLL).</li> <li>• Provide clinical specialty referrals to providers treating children with very high EBLLs to ensure access to appropriate and timely medically necessary services.</li> </ul>	<p>responsible for Administrative Case Management activities (D-E)</p> <p>10. Nurse 11. Program Coordinator 12. Provider Technician 13. Letters Technician 14. Follow-up Coordinator 15. Environmental Specialist II</p>
Outreach	<p>F) Parent, Provider and Community Health Education - promote lead poisoning prevention through internal and external communications for the CLPPP:</p> <ul style="list-style-type: none"> <li>• Website with links to provider screening guidelines and provider toolkit.</li> <li>• Parent and Provider publications (brochures, fact sheets, posters).</li> <li>• Community and Provider presentations.</li> <li>• External publications storage and tracking.</li> <li>• Information Emails/Ad hoc requests for materials (distribution of up to date educational material and new material on topics requested by providers and parents)</li> <li>• Information sharing with internal THSteps partners on provider</li> </ul>	<p>Staff <i>position</i> primarily responsible for Outreach activities (F-G):</p> <p>16. Outreach Coordinator/ Health Educator</p>

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	<p style="text-align: center;">guidelines, policies and procedures.</p> <p>G) Stakeholder Collaboration - promote community involvement and recruit subject matter expertise in the development and implementation of CLPPP strategic planning activities:</p> <ul style="list-style-type: none"> <li>• Healthcare Strategic Planning Committee Meetings and Work Groups.</li> <li>• Website links to CLPPP Strategic Plan and committee reports.</li> <li>• Participation in statewide coalitions (ex: HUD).</li> </ul>	
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*\*Individuals in CLPPP positions are cross-trained to provide coverage in all areas of the Childhood Lead Poisoning Prevention Program.*

2) **Staff Positions** - See Attachment A: TX CLPPP Job Description Summaries. Numbered descriptions correspond with position numbers in Medicaid Administrative Activities Table.

3) **Types of clients assisted:** TX CLPPP’s data sharing, administrative case management, and outreach activities primarily focus on Medicaid enrolled children. Although TX CLPPP collects data on all blood lead test results in Texas for children under age 15, an emphasis is placed on Medicaid enrolled individuals. If, after talking with the parent, there is a question about whether a child is enrolled in Medicaid; and if it is determined that there is an access to care issue, the family is referred to another unit within DSHS to assist with Medicaid eligibility. In 2009, TX CLPPP received blood lead test results for 485,949 children, 420,388 (87%) of whom were Medicaid-enrolled children. In 2010, TX CLPPP received test results for 553,160 children; thus far, 398,460 (86%) have been identified as Medicaid-enrolled children.