

HEALTH HOME STAFF RESPONSIBILITIES

| Staff Member | Ratio | Responsibilities |
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| Nurse Care Manager | .5 FTE/125 enrollees | <ul style="list-style-type: none"> a. Develops wellness & prevention initiatives b. Facilitates health education groups c. Participates in the initial treatment plan development for all of their Health Home enrollees d. Assists in developing treatment plan health care goals for individuals with co-occurring chronic diseases e. Consults with Community Support Staff about identified health conditions f. Assists in contacting medical providers & hospitals for admission/discharge g. Provides training on medical diseases, treatments, & medications h. Tracks required assessments and screenings i. Assists in implementing technology programs & Initiatives j. Monitors HIT tools & reports, pharmacy data, and hospital encounter alerts k. Monitors & reports performance measures & outcomes |
| Health Home Director | .5 FTE/125 enrollees | <ul style="list-style-type: none"> a. Provides leadership to the implementation and coordination of Health Home activities b. Champions practice transformation based on Health Home principles c. Develops and maintains working relationships with primary and specialty care providers including inpatient facilities d. Monitors Health Home performance and leads improvement efforts e. Designs and develops prevention and wellness initiatives |
| Physician OR Nurse Practitioner Consultant | 1hr/enrollee/yr OR 2 hrs/enrollee/year | <ul style="list-style-type: none"> a. Participates in treatment planning b. Consults with provider psychiatrist (if applicable) c. Consults regarding specific consumer health issues d. Assists coordination with external medical providers |
| Administrative Support Staff | .25 FTW/125 enrollees | <ul style="list-style-type: none"> a. Referral tracking b. Training and technical assistance c. Data management and reporting d. Scheduling for Health Home Team and enrollees e. Chart audits for compliance f. Reminding enrollees regarding keeping appointments, filling prescriptions, etc g. Requesting and sending medical records for care coordination |