



BEHAVIORAL HEALTH THERAPY CLINICAL ADMINISTRATOR

Position Status: Exempt
Reports To: Behavioral Health Medical Director (MD)
Effective Date: 03/03/25
Revised Date:
Job Level: P5

POSITION SUMMARY

Under general direction, this position:

1. Provides clinical leadership of Health Services functional areas, such as Behavioral Health Therapy (BHT), including applied behavioral analysis (ABA) and other evidence-based behavioral interventions, Non-Specialty Mental Health Care, Utilization Management, Care Management, and Quality
2. Oversees the development and delivery of Behavioral Health Therapy
3. Develops, establishes, and maintains relationships with internal and external stakeholders
4. Participates in all aspects of regulatory compliance related to Behavioral Health
5. Performs other duties as assigned

RESPONSIBILITIES

1. Provides clinical leadership of Health Services functional areas, such as Behavioral Health Therapy (BHT), including applied behavioral analysis (ABA) and other evidence-based behavioral interventions, Non-Specialty Mental Health Care, Utilization Management, Care Management, and Quality Improvement, with duties including but not limited to:
 - Providing clinical oversight and leadership to the Alliance's network of behavioral health therapists and counselors, ensuring adherence to evidence-based practices and clinical guidelines
 - Providing guidance, education, and training to clinical staff, including the Alliance's network of behavioral health therapists and counselors, on clinical best practices, treatment modalities, and emerging trends in BHT, including any education or other tactics that could result in an increase of appropriate utilization of BHT services.
 - Reviewing Authorization Requests as referred by Utilization Management staff for approval or denial of requested services
 - Interpreting data based on utilization analysis, including overutilization, underutilization, and cost trending in key areas, and taking appropriate action
 - Participating in staged resolution of authorization appeals and communicating with providers and members regarding utilization management issues and questions
 - Collaborating with Utilization Management teams to review and approve treatment plans, ensuring appropriate utilization of resources and alignment with clinical standards
 - Monitoring and evaluating the quality and effectiveness of BHT services through data analysis, outcome measures, and performance metrics
 - Developing and implementing strategic programs in alignment with direction from the Department of Health Care Services and Department of Managed Health Care
 - Acting as the organization's subject matter expert on BHT, Applied Behavior Analysis (ABA), and Comprehensive Diagnostic Evaluation (CDE)

2. Oversees the development and delivery of Behavioral Health Therapy services, with duties including but not limited to:
 - Ensuring the quality of care and clinical excellence across the BHT practitioner network
 - Leading the development and implementation of BHT programs and initiatives aimed at improving members' outcomes
 - Developing and updating policies, procedures, and clinical protocols related to BHT in accordance with regulatory requirements and industry best practices
 - Staying informed about advances in BHT and contributing to research initiatives and quality improvement projects
 - Managing and leading programs, projects, workgroups, and committees
 - Facilitating meetings and making presentations
3. Develops, establishes, and maintains relationships with internal and external stakeholders, with duties including but not limited to:
 - Working closely with external stakeholders, such as County Behavioral Health Departments, County Offices of Education, major school districts and schools, Regional Centers, and the professional medical/behavioral health clinical community, to ensure effective administration of behavioral health services
 - Working with schools to increase BHT capacity and facilitate care coordination
 - Approving Alliance coverage of additional services the member is qualified for and overseeing the coordination between school services and community services Providing information and education to BHT and CDE providers
 - Maintaining and enhancing communication with similar Health Plan organizations
 - Fostering positive relationships with network providers, including collaborating on initiatives to enhance the delivery of BHT services
 - Representing the Alliance and attending virtual and in-person meetings with external organizations
 - Collaborating with internal interdisciplinary teams, including medical directors, care managers, and behavioral health specialists, to ensure integrated and coordinated care for members
4. Participates in all aspects of regulatory compliance related to Behavioral Health, with duties including but not limited to:
 - Acting as the Alliance representative on state agency BHT-related initiatives that involve schools
 - Providing clinical and operational guidance in alignment with Medi-Cal, Knox-Keene, and other regulatory and accreditation standards
 - Maintaining current knowledge of regulatory requirements pertinent to behavioral health
 - Preparing and reviewing requirements and materials for State and Federal audits
 - Preparing and reviewing materials related to compliance requirements
5. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Possession and continued maintenance of current and unrestricted certification as a Board Certified Behavior Analyst-Doctoral (BCBA-D) issued by the Behavior Analyst Certification Board (BACB) and a minimum of four years of experience working as a certified BCBA/BCBA-D in behavioral health therapy in a managed care setting or similar healthcare environment,

which included treatment planning and management and program management/project lead experience

OR

- Possession and continued maintenance of a current and unrestricted Clinical Psychology (Psy.D or Ph.D.) license issued by the State of California and a minimum of four years of experience in behavioral health therapy, including four years of ABA, in a managed care setting or similar healthcare environment, which included treatment planning and management and program management/project lead experience {Possession and continued maintenance of a current and unrestricted certification as a Board Certified Behavior Analyst (BCBA/BCBA-D) issued by the Behavior Analyst Certification Board (BACB) may substitute for two years of the required experience}

OR

- An equivalent combination of education and experience which demonstrates expertise in ABA and BHT may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles and practices of behavioral health therapy, including treatment planning and case management
- Thorough knowledge of the principles and practices of clinical research and assessment
- Working knowledge of the principles and practices of data collection and data management related to utilization and quality of medical care
- Working knowledge of research, analysis, and reporting methods and tools
- Working knowledge of the principles and practices of program and project management
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Excel, PowerPoint and Outlook
- Ability to act as a resource to clinical and non-clinical staff
- Ability to build trust and rapport with the local provider community and other health plans
- Ability to utilize good judgment, communication, and tact when interacting with health care providers, members and other stakeholders
- Ability to demonstrate sensitivity, empathy and understanding to a culturally diverse member population
- Ability to maintain knowledge of the medical communities and Behavioral and Mental Health/Substance Use Disorder communities within the Alliance service area counties
- Ability to analyze and interpret legal, regulatory, and contractual language and guidelines, and legislative and regulatory directives
- Ability to prepare narrative and statistical written reports, oral reports, correspondence, and other program documents
- Ability to audit, analyze and assess medical records and other health care data
- Ability to utilize evidence-based practice guidelines in the evaluation and management of utilization management, care management and transitional care activities
- Ability to develop and implement projects, systems, programs, policies, and procedures
- Ability to act as a technical resource and explain regulations, processes, and programs related to area of assignment
- Ability to provide leadership and facilitate meetings

- Ability to foster effective and collaborative working relationships, influence others, and build consensus with individuals at all levels in the organization
- Ability to navigate frequently changing systems and policies
- Ability to recognize and effectively utilize the most appropriate mode of communication based upon the circumstances of the situation
- Ability to professionally direct and manage escalated callers or other types of challenging interactions through the utilization of interpersonal intervention skills
- Ability to work independently, manage assigned workload, make decisions related to areas of functional responsibility, and recognize issues requiring escalation
- Ability to identify issues, conduct research, gather and analyze information, reach logical and sound conclusions, and make recommendations for action
- Ability to effectively, clearly and independently document, summarize and resolve complex issues
- Ability to create forms, correspondence, and other program documents
- Ability to develop training materials, in conjunction with Learning and Development staff, and conduct training

DESIRABLE QUALIFICATIONS

- Bilingual English/Spanish or English/Hmong
- Experience working within a large managed health care organization
- Working knowledge of relevant healthcare regulatory and accreditation requirements, such as Medi-Cal, Knox-Keene and NCQA

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to work effectively in a remote work environment
- Ability to travel to different locations in the course of work
- Possession and ongoing maintenance of a valid Driver's License, transportation, and automobile liability insurance in limits acceptable to the Alliance.

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.