



Jeffrey A. Meyers
Commissioner

Deborah H. Fournier
Medicaid Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF MEDICAID BUSINESS AND POLICY

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9384 1-800-852-3345 Ext.9384
Fax: 603-271-8431 TDD Access: 1-800-735-2964

March 15, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Office of Medicaid Services to **retroactively** continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position number 12433, as approved by Governor and Executive Council on March 25, 2015, item # 9, to be effective **retroactively** from February 26, 2017 through March 14, 2019, which is two years from the date of Division of Personnel approval.

EXPLANATION

In 2002, a request was put forward for a twenty percent (20%) temporary increase for several Pharmacy positions and Pharmaceutical Service Specialists. Governor and Council approved this request on August 14, 2002, Item #175. On September 22, 2004, Item #53 Governor and Council approved a continuation of the twenty percent (20%) temporary increase. On November 21, 2006, the Division of Personnel reviewed and approved a request for a Temporary Increase of salary for the professional Pharmacy positions located at New Hampshire Hospital. Governor and Council also approved the request for a period of two years on February 07, 2007, Item, #83. Historically the position of the Pharmaceutical Services Specialist, position #12433 had been included in the Pharmacy request but was inadvertently omitted from the November 21, 2006 request. On February 20, 2007 a request was submitted to the Division of Personnel requesting a thirty percent (30%) temporary increase for position #12433 and approved on March 15, 2007. The Governor and Council approved this request for the thirty percent (30%) temporary increase on May 16, 2007, item #91.

On June 19, 2009 a request was submitted to the Division of Personnel requesting a thirty percent (30%) temporary increase for position #12433 and it was approved it on June 23, 2009. On August 19, 2009, item #118, Governor and Council approved this request for the thirty percent (30%) temporary increase through June 23, 2011. The Governor and Council approved a **retroactive** request for the thirty percent (30%) temporary increase on August 10, 2011 item #80 with an approval through May 27, 2013. On March 20, 2013 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and it was approved on April 15, 2013. The Office of Medicaid Services received a copy of the approval letter on April 23, 2013. The salary enhancement for this position expired on April 15, 2015, which Governor and Executive council approved **retroactively** on June 5, 2013, item # 85. On February 26, 2015 the Division of Personnel approved a request for the continuation of the thirty (30%) temporary increase for this position.

Governor and Council approved this request for the thirty percent (30%) temporary increase for this position on March 25, 2015, item # 9.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of the Pharmaceutical Service Specialist and to remain competitive with other industries in our area. The same individual has continuously occupied position #12433 since December 3, 1993. The incumbent has received this enhancement since 2002. The incumbent is responsible for performing pharmaceutical consultant work of an advisory and regulatory nature, administering the Medicaid Pharmacy and Durable Medical Equipment programs for the Department and auditing enrolled medical providers who prescribe or dispense drugs and durable medical equipment to ensure the Medicaid rules and regulations are enforced. The **retroactive** approval of this request is being sought due to unforeseen delays within the DHHS approval process which resulted in the inability to meet the appropriate deadlines for earlier Governor and Council meeting dates.

The State pay scale for the Pharmaceutical Services Specialist position at labor grade 25, Step 8 does not provide a compensation level sufficient to recruit and retain an individual with the necessary skills. As noted in the following tables, the State pay scale is approximately 60% of what pharmacists earn in New Hampshire. It is believed that the 30% enhancement being requested along with the State health insurance will allow the Department to retain the incumbent's subject matter expertise.

New Hampshire Employment Security Statewide Average Hourly Salary Range. Pharmacists 29-1051		New Hampshire Employment Security Concord Area Average Hourly Salary Range. Pharmacists 29-1051		State LG 25, step 8 Hourly Salary Range A000 37.5 Hour Wage Schedule	
Entry	53.07	Entry	54.42	Step 1	25.35
Mean	62.96	Mean	61.97	Step 2	26.46
Median	63.3	Median	62.35	Step 3	27.64
Experienced	67.92	Experienced	65.75	Step 4	28.84
				Step 5	30.09
				Step 6	31.44
				Step 7	32.82
				Step 8	34.31
Reference: New Hampshire Occupational Employment & Wages, pg 9 & pg 46, published by the New Hampshire Department of Employment Security, September 2016. http://www.nhes.nh.gov/elmi/products/documents/wages-intro.pdf					

The estimated salary cost difference of this enhancement is:

SFY 2017 through June 30, 2017

Federal	\$ 2,817.71
General	\$ 2,817.71
	<u>\$ 5,635.42</u>

SFY 2018 Annual Pay 26 Pay Periods

Federal	\$ 10,035.68
General	\$ 10,035.68
<hr/>	
	\$ 20,071.35

SFY 2019 Annual Pay 26 Pay Periods

Federal	\$ 10,035.68
General	\$ 10,035.68
<hr/>	
	\$ 20,071.35

Enclosed are the approval correspondence from the Division of Personnel, current supplemental job description, organizational chart and fiscal impact statement.

Respectfully submitted,



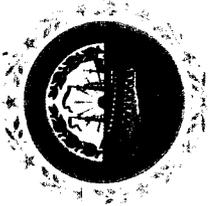
Déborah H. Fournier, Esquire
Medicaid Director

Approved by:

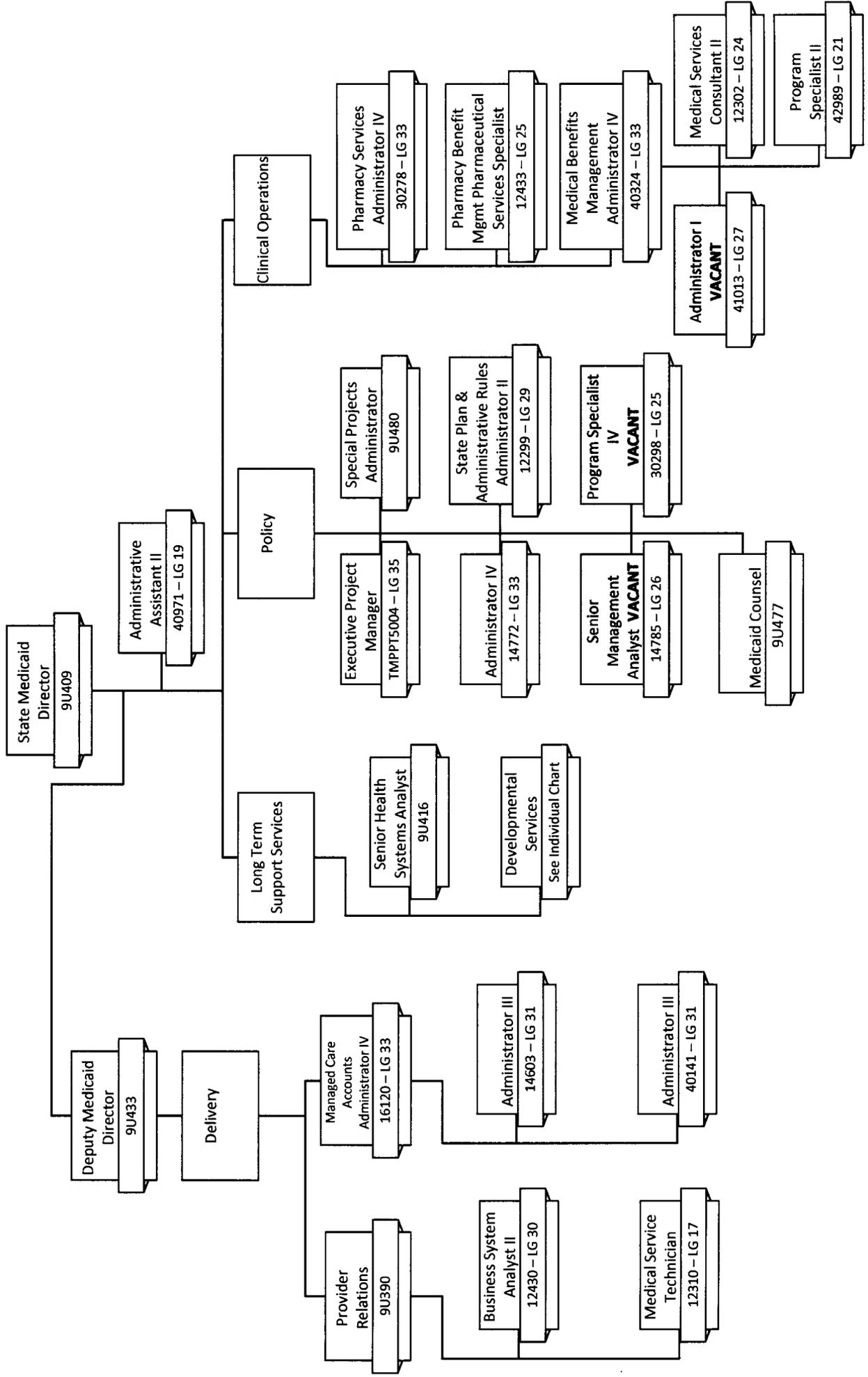

Jeffrey A. Meyers
Commissioner

Hourly Salary for LG 25, Step 8	Enhancement Percentage	Hourly Enhancement Amount	Hourly Rate with Enhancement	Enhancement for 7.5 hours
\$ 34.31	30%	\$ 10.29	\$ 44.60	\$ 77.20
Bi Wkly salary for LG 25-8	Enhancement Percentage	Bi-Wkly Enhancement Amount	Bi-Wkly Salary With Enhancement	Enhancement for 7 Pay Periods
\$ 2,573.25	30%	\$ 771.98	\$ 3,345.23	\$ 5,635.42
Cost of Enhancement - 7 Pay periods remaining in FY 2017		Cost of Enhancement - 26 Pay Periods in FY 2018 & 2019		Enhancement for 26 Pay Periods
General Fund Percentage	\$ 5,635.42	General Fund Percentage	\$ 20,071.35	\$ 20,071.35
Federal Fund Percentage	\$ 2,817.71	Federal Fund Percentage	\$ 10,035.68	
	\$ 2,817.71		\$ 10,035.68	

Current Enhancement expires three days prior to end of pay period (2/17/17-3/2/17).
 Cost of enhancement for 7 pay periods remaining in FY 17, factors in the cost for February 28, March 1 & March 2.)



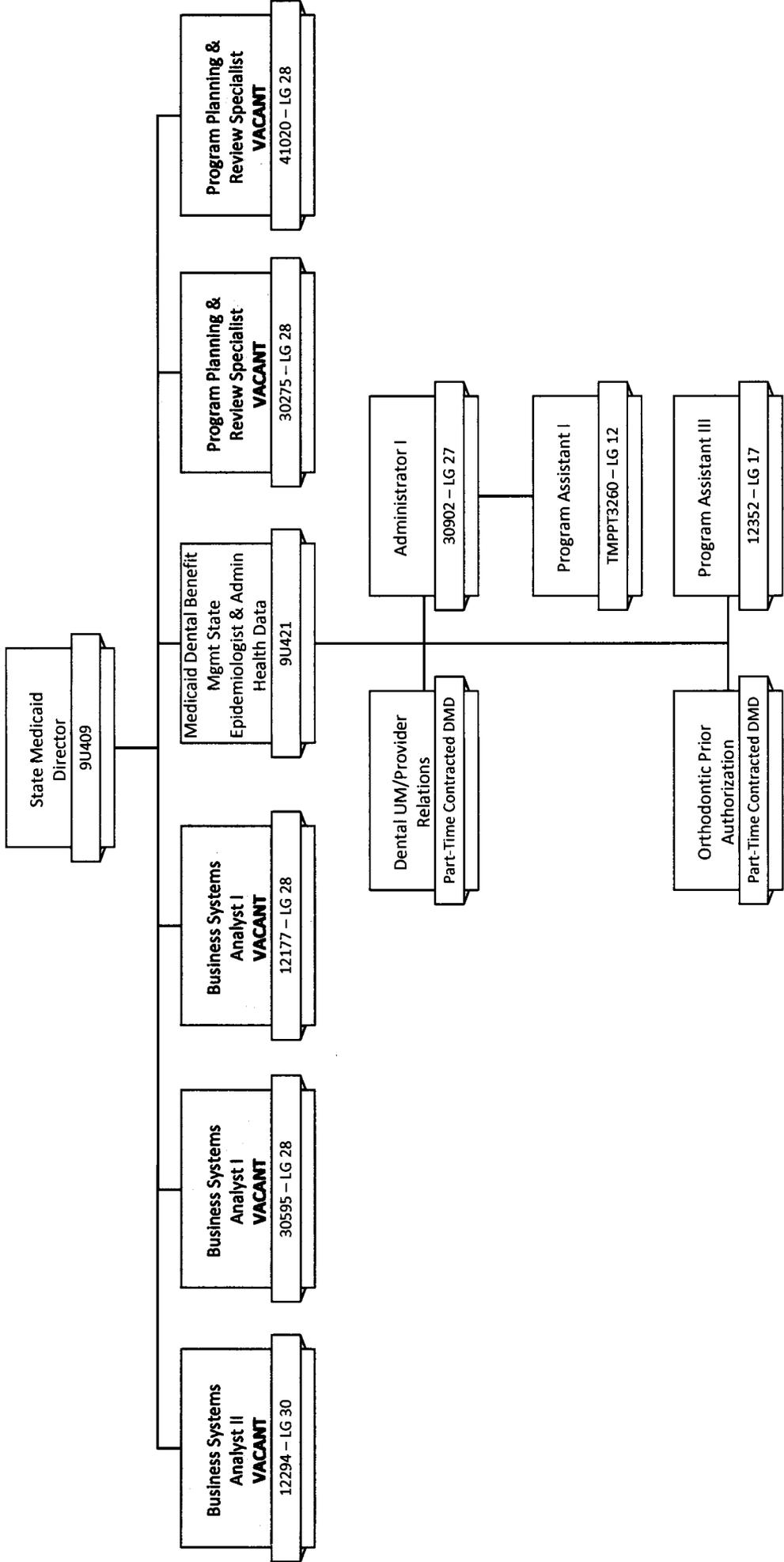
NH Department of Health and Human Services Office of Medicaid Services





NH Department of Health and Human Services

Office of Medicaid Services – Page 2



Division of Personnel Approval Correspondence

From: Willingham, Sara J.
Sent: Tuesday, March 14, 2017 11:20 AM
To: Spring, Laurie
Cc: Doe, Marilyn; Elberfeld, Jennifer; Jerry, Carol B; Lydick, Joanne (Mottola); Acevedo, Heidi
Subject: RE: Request to Extend Enhancement- Pharmaceutical Services Specialist 12433

Thank you for submitting your justification letter and supporting wage documentation to continue the 30% enhancement for position #12433, Pharmacy Service Specialist. Under Personnel Rule 904.01(a), an appointing authority may request a temporary increase in the compensation of a class by submitting a comparison of salaries in the appropriate industry and geographic location, including occupations which are comparable to the state classification for which the increase is sought.

I have reviewed the wage and compensation materials you submitted for pharmacy-related occupations, and find you have met the documentation requirements of the Personnel Rules. Therefore you may proceed to Governor and Council with your request to extend this 30% enhancement, for a period not to exceed 24 months.

Sara J. Willingham, Director of Personnel
NH Division of Personnel
28 School Street
Concord, NH 03301
(603) 271-3359 FAX (603) 271-1422
sara.willingham@nh.gov

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employees. Go to <https://das.nh.gov/employeeportal/> and look for this icon 

From: Spring, Laurie
Sent: Wednesday, March 08, 2017 3:45 PM
To: Willingham, Sara J.
Cc: Doe, Marilyn
Subject: Request to Extend Enhancement- Pharmaceutical Services Specialist 12433
Importance: High

Good afternoon Sara,

Attached please find documents supporting the extension of the 30% enhancement for position 12433, Pharmaceutical Services Specialist. Please let me know if there is any additional information that we can provide as you consider this request.

Thank you,

Laurie Spring
Senior Human Resources Technician
603-271-9019

SUPPLEMENTAL JOB DESCRIPTION

Classification: Pharmaceutical Services Specialist

Function Code: 6881-045

Title: Pharmaceutical Services Specialist

Date Established: 8/15/88

Position Number: 12433

Date last amended:04-05-13

SCOPE OF WORK: Supports the Pharmacy Services Unit for the Office of Medicaid Business and Policy. Responsible for providing clinical and operational support to the Pharmacy Services program within Medicaid and the Department of Health and Human Services. The Pharmaceutical Services Specialist I coordinates the State's Drug Utilization Review (DUR) Board, prepares annual DUR report to CMS, and supports the Office of Medicaid Business and Policy in collaboration with the Division of Public Health.

ACCOUNTABILITIES:

- Collaborates with external consultants and other State personnel to maintain Pharmacy Benefit management; provides operational and program support to all components of the Medicaid Pharmacy program.
- Represents the Medicaid Pharmacy program on the Drug Use Review (DUR) Board in collaboration with the Pharmacy Administrator, State Medicaid Director and external consultants. Assists Medicaid providers with problem solving on pharmacy related issues involving the pharmacy benefit manager.
- Assists in the monitoring and analysis of DUR (Drug Use Review) activities including Prospective, Concurrent and Retrospective measures. Acts as a liaison relative to pharmacy services consultation and problem resolution to external professional associations and other divisions within Medicaid.
- Coordinates the DUR Board meetings and the annual DUR report to CMS.
- Assists the Pharmacy Administrator with formulary changes and variations between multiple plans including Medicaid, the uninsured and state employees if formularies differ.
- Assists with the monitoring of the OBRA 90 Rebate Program and supplemental rebate program, in concert with financial services, to insure the Department recovers and applies all the possible revenues.
- Consults with the Office of Program Improvement and Integrity (PII) on provider audits, lock-ins and provider sanctions. Accompanies PII when on-site pharmacy audits are required.
- Monitors federal and state regulations in order to enforce program policy and procedures. Refers potential fraud and abuse opportunities back to the Fraud and Abuse unit.
- Coordination of grievance requests. Collects clinical information from PBM and medical provider for the purpose of reviewing PBM denied prior authorization requests. Once clinical information is collected will review within one business day.
- Provides pharmacy clinical expertise, as needed for all bioterrorism and emergency preparedness procedures. Assists in the Development and implementation of the State plan for the deployment of the national pharmaceutical stockpile in the event of a medical emergency.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education.

Experience: Five years' experience as a Pharmacist, preferably in a hospital or institution; or as an instructor in an accredited school or college of pharmaceuticals.

License/Certification: Licensure by the New Hampshire Board of Pharmacy.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. Any employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title, and Position #: Lisabritt Solsky, Deputy Director, Office of Medicaid Business and Policy, #9U401

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Lisabritt Solsky, Deputy Director, Office of Medicaid Business and Policy, #9U401

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld MR

04-05-13

Division of Personnel

Date Approved

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF MEDICAID BUSINESS AND POLICY

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Nicholas A. Toumpas
Commissioner

Kathleen A. Dunn
Associate Commissioner

March 5, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Office of Medicaid Business and Policy to continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position number 12433, as retroactively approved by Governor and Executive Council on June 5, 2013, item # 85, to be effective the date of Governor and Council approval through February 26, 2017, which is two years from the date of Division of Personnel approval.

EXPLANATION

In 2002, a request was put forward for a twenty percent (20%) temporary increase for several Pharmacy positions and Pharmaceutical Service Specialists. Governor and Council approved this request on August 14, 2002, Item #175. On September 22, 2004, Item #53 Governor and Council approved a continuation of the twenty percent (20%) temporary increase. On November 21, 2006, the Division of Personnel reviewed and approved a request for a Temporary Increase of salary for the professional Pharmacy positions located at New Hampshire Hospital. Governor and Council also approved the request for a period of two years on February 07, 2007, Item, #83. Historically the position of the Pharmaceutical Services Specialist, position #12433 had been included in the Pharmacy request but was inadvertently omitted from the November 21, 2006 request. On February 20, 2007 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and approved on March 15, 2007. The Governor and Council approved this request for the thirty percent (30%) temporary increase on May 16, 2007, item #91.

On June 19, 2009 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and it was approved it on June 23, 2009. On August 19, 2009, item #118, Governor and Council approved this request for the thirty percent (30%) temporary increase through June 23, 2011. The Governor and Council approved a retroactive request for the thirty percent (30%) temporary increase on August 10, 2011 item #80 with an approval through May

27, 2013. On March 20, 2013 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and it was approved on April 15, 2013. The Office of Medicaid Business and Policy received a copy of the approval letter on April 23, 2013. The salary Enhancement for this position expires on April 15, 2015, which Governor and Executive council approved retroactively on June 5, 2013, item # 85.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of the Pharmaceutical Service Specialist and to remain competitive with other industries in our area. The same individual has continuously occupied position #12433 since December 3, 1993. The incumbent has received this enhancement since 2007. The incumbent is responsible for performing pharmaceutical consultant work of an advisory and regulatory nature, administering the Medicaid Pharmacy and Durable Medical Equipment programs for the Department and auditing enrolled medical providers who prescribe or dispense drugs and durable medical equipment to ensure the Medicaid rules and regulations are enforced.

The State pay scale for the Pharmaceutical Services Specialist position at labor grade 25, Step 8 does not provide a compensation level sufficient to recruit and retain an individual with the necessary skills. As noted in the following tables, the State pay scale is approximately 60% of what pharmacists earn in New Hampshire. It is believed that the 30% enhancement being requested along with the State health insurance will allow the Department to retain the incumbent's subject matter expertise.

New Hampshire Employment Security Statewide Average Hourly Salary Range. Pharmacists 29-1051		State LG 25, step 8 Hourly Salary Range A000 37.5 Hour Wage Schedule	
Entry	48.67	Step 1	24.36
Mean	59.73	Step 2	25.43
Median	61.76	Step 3	26.55
Experienced	65.27	Step 4	27.71
		Step 5	28.92
		Step 6	30.21
		Step 7	31.53
		Step 8	32.97
Reference: New Hampshire Occupational Employment & Wages, pg. 23, published by the New Hampshire Department of Employment Security, September 2014. http://www.nhes.nh.gov/eimi/products/documents/wages-all.pdf			

The estimated salary cost difference of this enhancement is:

SFY 2015 through June 30, 2015

Federal	\$ 1,520.74
General	\$ 1,520.74
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	\$ 3,041.48

SFY 2016 Annual Pay 26 Pay Periods

Federal	\$ 9,643.73
General	\$ 9,643.73
	<hr/>
	\$ 19,287.46

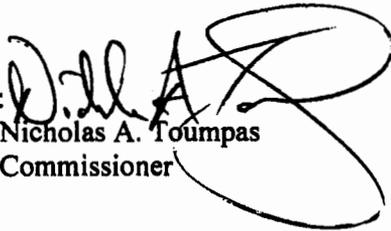
SFY 2017 Annual Pay 26 Pay Periods

Federal	\$ 9,643.73
General	\$ 9,643.73
	<hr/>
	\$ 19,287.46

Enclosed are the approval correspondence from the Division of Personnel, current supplemental job description, organizational chart and fiscal impact statement.

Respectfully submitted,

Kathleen A. Dunn
for Kathleen A. Dunn, MPH 
Associate Commissioner

Approved by: 
Nicholas A. Toumpas
Commissioner

SUPPLEMENTAL JOB DESCRIPTION

Classification: Pharmaceutical Services Specialist

Function Code: 6881-045

Title: Pharmaceutical Services Specialist

Date Established: 8/15/88

Position Number: 12433

Date last amended:04-05-13

SCOPE OF WORK: Supports the Pharmacy Services Unit for the Office of Medicaid Business and Policy. Responsible for providing clinical and operational support to the Pharmacy Services program within Medicaid and the Department of Health and Human Services. The Pharmaceutical Services Specialist I coordinates the State's Drug Utilization Review (DUR) Board, prepares annual DUR report to CMS, and supports the Office of Medicaid Business and Policy in collaboration with the Division of Public Health.

ACCOUNTABILITIES:

- Collaborates with external consultants and other State personnel to maintain Pharmacy Benefit management; provides operational and program support to all components of the Medicaid Pharmacy program.
- Represents the Medicaid Pharmacy program on the Drug Use Review (DUR) Board in collaboration with the Pharmacy Administrator, State Medicaid Director and external consultants. Assists Medicaid providers with problem solving on pharmacy related issues involving the pharmacy benefit manager.
- Assists in the monitoring and analysis of DUR (Drug Use Review) activities including Prospective, Concurrent and Retrospective measures. Acts as a liaison relative to pharmacy services consultation and problem resolution to external professional associations and other divisions within Medicaid.
- Coordinates the DUR Board meetings and the annual DUR report to CMS.
- Assists the Pharmacy Administrator with formulary changes and variations between multiple plans including Medicaid, the uninsured and state employees if formularies differ.
- Assists with the monitoring of the OBRA 90 Rebate Program and supplemental rebate program, in concert with financial services, to insure the Department recovers and applies all the possible revenues.
- Consults with the Office of Program Improvement and Integrity (PII) on provider audits, lock-ins and provider sanctions. Accompanies PII when on-site pharmacy audits are required.
- Monitors federal and state regulations in order to enforce program policy and procedures. Refers potential fraud and abuse opportunities back to the Fraud and Abuse unit.
- Coordination of grievance requests. Collects clinical information from PBM and medical provider for the purpose of reviewing PBM denied prior authorization requests. Once clinical information is collected will review within one business day.
- Provides pharmacy clinical expertise, as needed for all bioterrorism and emergency preparedness procedures. Assists in the Development and implementation of the State plan for the deployment of the national pharmaceutical stockpile in the event of a medical emergency.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education.

Experience: Five years' experience as a Pharmacist, preferably in a hospital or institution; or as an instructor in an accredited school or college of pharmaceuticals.

License/Certification: Licensure by the New Hampshire Board of Pharmacy.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. Any employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title, and Position #: Lisabritt Solsky, Deputy Director, Office of Medicaid Business and Policy, #9U401

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Lisabritt Solsky, Deputy Director, Office of Medicaid Business and Policy, #9U401

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld MR

04-05-13

Division of Personnel

Date Approved

Hourly Salary for LG 25, Step 8	Enhancement Percentage	Hourly Enhancement Amount	Hourly Rate with Enhancement	Enhancement for 7.5 hours	
\$ 32.97	30%	\$ 9.89	\$ 42.86	\$ 74.18	
Bi Wkly salary for LG 25-8	Enhancement Percentage	Bi-Wkly Enhancement Amount	Bi-Wkly Salary With Enhancement	Enhancement for 4 Pay Periods for 4 Pay Periods	Enhancement for 26 Pay Periods
\$ 2,472.75	30%	\$ 741.83	\$ 3,214.58	\$ 2,967.30	\$ 19,287.45
Cost of Enhancement - 4 Pay periods remaining in FY 2015		Cost of Enhancement - 26 Pay Periods in FY 2016 & 2017			
General Fund Percentage	\$ 3,041.48	General Fund Percentage	\$ 19,287.45		
Federal Fund Percentage	\$ 1,520.74	Federal Fund Percentage	\$ 9,643.73		
	\$ 1,520.74		\$ 9,643.73		

Current Enhancement expires one day prior to end of pay period (4/3/15-4/16/15). Cost of enhancement for 4 pay periods remaining in FY 15, factors in the cost for April 16, 2015.

State of New Hampshire/Department of Health & Human Services
Email received from Division of Personnel/Approval of 30% Enhancement

"Willingham, Sara J."
<Sara.Willingham@NH.Gov>

02/26/2015 04:01 PM

To "Laurie.Spring@dhhs.state.nh.us" <Laurie.Spring@dhhs.state.nh.us>
cc "Elberfeld, Jennifer" <Jennifer.Elberfeld@NH.Gov>
Subject RE: Request to Extend Enhancement: Pharm Svc Specialist

Thank you for submitting your justification letter and supporting wage documentation to continue the 30% enhancement for position #12433, Pharmacy Service Specialist. Under Personnel Rule 904.01(a), an appointing authority may request a temporary increase in the compensation of a class by submitting a comparison of salaries in the appropriate industry and geographic location, including occupations which are comparable to the state classification for which the increase is sought.

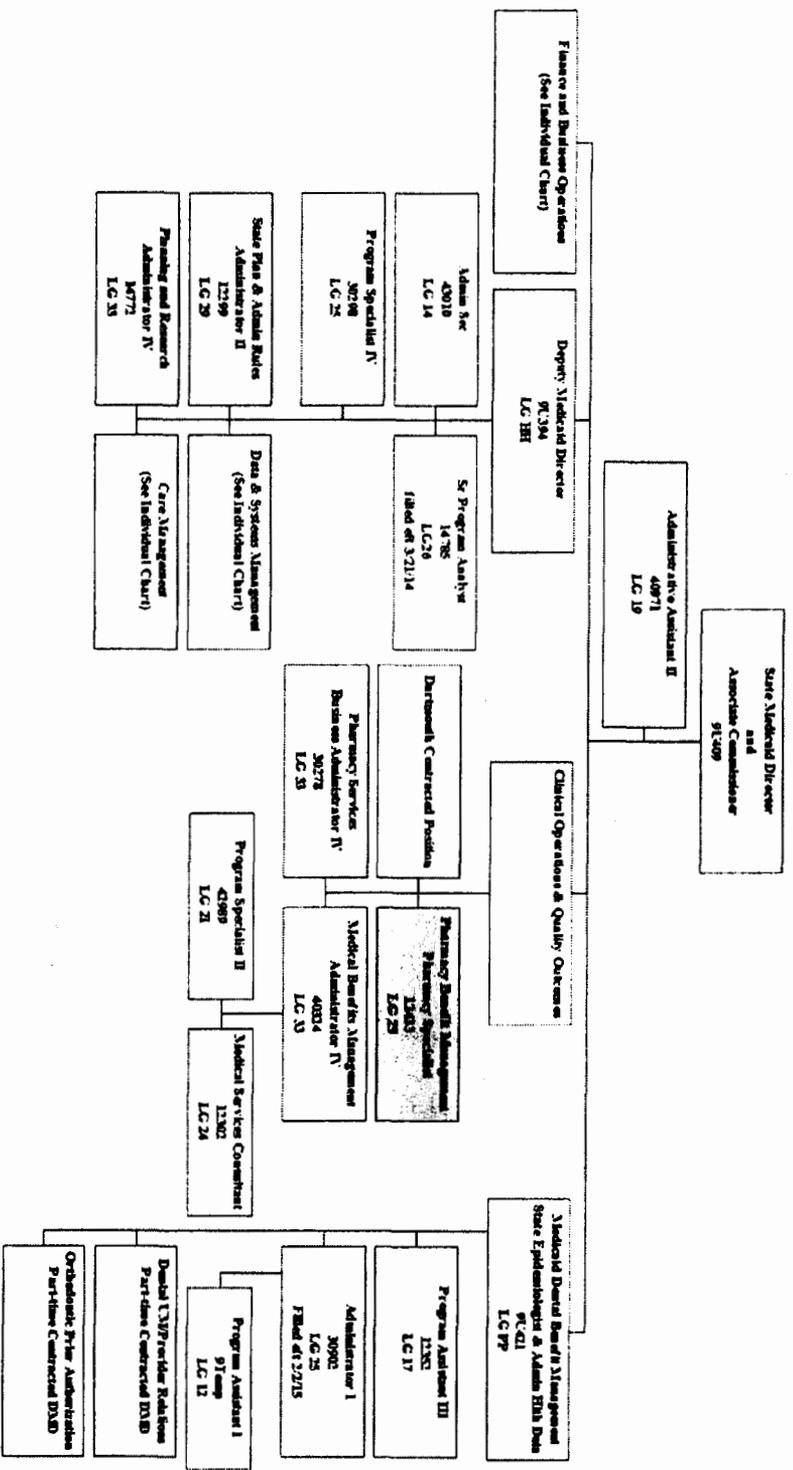
I have reviewed the wage and compensation materials you submitted for pharmacy-related occupations, and find you have met the documentation requirements of the Personnel Rules. Therefore you may proceed to Governor and Council with your request to extend this 30% enhancement, for a period not to exceed 24 months.

Sara J. Willingham, Director of Personnel
NH Division of Personnel
28 School Street
Concord, NH 03301
(603) 271-3359 FAX (603) 271-1422
sara.willingham@nh.gov

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Medicaid Business & Policy



March 1, 2015



Nicholas A. Tompaso
Commissioner

Kathleen A. Dunn
Associate Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF MEDICAID BUSINESS AND POLICY

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603-271-9384 1-800-852-3345 Ext.9384
Fax: 603-271-8431 TDD Access: 1-800-735-2964

85
The
KDH

April 29, 2013

[Handwritten signature]

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Office of Medicaid Business and Policy to retroactively continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position number 12433, as approved by Governor and Executive Council on August 10, 2011, item # 80, to be effective from July 06, 2011, through the date of Governor and Council approval of Item 2 below. This request is being requested retroactively from the current enhancement approval that is set to expire on May 27, 2013.

2. Pursuant to New Hampshire RSA 99:8, Increase for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Office of Medicaid Business and Policy, to continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position number 12433, as approved by Governor and Executive Council on August 10, 2011, item # 80 to be effective from date of Governor and Council approval through April 15, 2015 which is two years from the date of Division of Personnel approval.

EXPLANATION

In 2002, a request was put forward for a twenty percent (20%) temporary increase for several Pharmacy positions and Pharmaceutical Service Specialists. Governor and Council approved this request on August 14, 2002, Item #175. On September 22, 2004, Item #53 Governor and Council approved a continuation of the twenty percent (20%) temporary increase. On November 21, 2006, the Division of Personnel reviewed and approved a request for a Temporary Increase of salary for the professional Pharmacy positions located at New Hampshire Hospital. Governor and Council also approved the request for a period of two years on February 07, 2007, Item, #83. Historically the position of the Pharmaceutical Services Specialist, position #12433 had been included in the Pharmacy request but was inadvertently omitted from the November 21, 2006 request. On February 20, 2007 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and approved on March 15, 2007. The Governor and Council approved this request for the thirty percent (30%) temporary increase on May 16, 2007, item #91.

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Executive Council
 April 29, 2013
 Page 2

On June 19, 2009 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and it was approved it on June 23, 2009. On August 19, 2009, item #118, Governor and Council approved this request for the thirty percent (30%) temporary increase through June 23, 2011. The Governor and Council approved a retroactive request for the thirty percent (30%) temporary increase on August 10, 2011 item #80 with an approval through May 27, 2013. On March 20, 2013 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and it was approved on April 15, 2013. The Office of Medicaid Business and Policy received a copy of the approval letter on April 23, 2013. The current Salary Enhancement for this position expires on May 27, 2013. At the time of receipt of the approval letter, the deadlines for both Governor and Council meetings in May had passed. For this reason this request is being asked to be effective retroactive to the date of May 27, 2013.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of the Pharmaceutical Service Specialist and to remain competitive with other industries in our area. The same individual has continuously occupied position #12433 since December 3, 1993. The incumbent has received this enhancement since 2007. The incumbent is responsible for performing pharmaceutical consultant work of an advisory and regulatory nature, administering the Medicaid Pharmacy and Durable Medical Equipment programs for the Department and auditing enrolled medical providers who prescribe or dispense drugs and durable medical equipment to ensure the Medicaid rules and regulations are enforced.

The estimated salary cost of this enhancement is:

SFY 2013 Pay through June 30, 2013

	Enhancement	Salary With Enhancement	Salary Without Enhancement
Federal	\$349.43	\$1,514.18	\$1,164.75
General	\$349.43	\$1,514.18	\$1,164.75
Other	\$0.00	\$0.00	\$0.00
Total	\$698.86	\$3,028.36	\$2,329.50

SFY 2014 Annual Pay

	Enhancement	Salary With Enhancement	Salary Without Enhancement
Federal	\$9,085.05	\$39,368.55	\$30,283.50
General	\$9,085.05	\$39,368.55	\$30,283.50
Other	\$0.00	\$0.00	\$0.00
Total	\$18,170.10	\$78,737.10	\$60,567.00

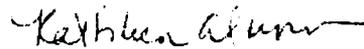
SFY 2015 Annual Pay

	Enhancement	Salary With Enhancement	Salary Without Enhancement
Federal	\$9,085.05	\$39,368.55	\$30,283.50
General	\$9,085.05	\$39,368.55	\$30,283.50
Other	\$0.00	\$0.00	\$0.00
Total	\$18,170.10	\$78,737.10	\$60,567.00

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
April 29, 2013
Page 3

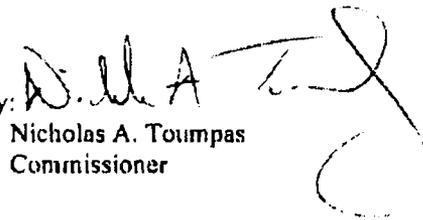
Enclosed are the approval letters from the Division of Personnel, current supplemental job description, organizational chart and fiscal impact statement.

Respectfully submitted,



Kathleen A. Dunn, MPH
Associate Commissioner and Medicaid Director

Approved by:



Nicholas A. Toumpas
Commissioner



Nicholas A. Tompao
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4286 1-800-852-3345 Ext. 4286
Fax: 603-271-4810 TDD Access: 1-800-735-2964

March 20, 2013

Item
85
6/5/13

Approved
K.A. Hutchins
4-15-13

NOV 4 2013 10 21 AM

Use Forward 30% enhancement

Karen Hutchins, Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re. Request for Continuation of Salary Enhancement For Position Number 12433

Dear Ms. Hutchins,

This is to respectfully request that the Department of Health and Human Services, Office of Medicaid Business and Policy, obtain approval to continue the payment of a 30% Salary Enhancement for position number 12433, titled Pharmaceutical Service Specialist.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of our Pharmaceutical Service Specialist so that we continue to remain competitive with other industries in our area. The incumbent has received this 30% enhancement since 2007, when it increased from 20% from prior years. The last enhancement was approved on 08/10/11 Item # 80.

The Pharmaceutical Service Specialist is budgeted in appropriation 010-095-6126-010 (salary), and -060 (benefits). Funds are available within the above stated appropriation.

Please contact me at 271-9421, if you have any questions or require additional information.

Thank you for your consideration of this request.

Sincerely,

Marilyn Doe

Marilyn Doe
Administrator II

Enclosures

cc: Chester Batchelder, Superintendent
Dot McMenemy, Financial Manager

SUPPLEMENTAL JOB DESCRIPTION

Classification: Pharmaceutical Services Specialist I

Function Code: 6281-045

Title: Pharmaceutical Services Specialist I

Date Established: 00-00-00

Position Number: 12433

Date last amended: 03-26-2013

SCOPE OF WORK: Supports the Pharmacy Services Unit for the Office of Medicaid Business and Policy. Responsible for providing clinical and operational support to the Pharmacy Services program within Medicaid and the Department of Health and Human Services. The Pharmaceutical Services Specialist I coordinates the State's Drug Utilization Review (DUR) Board, prepares annual DUR report to CMS, and supports the Office of Medicaid Business and Policy in collaboration with the Division of Public Health.

ACCOUNTABILITIES:

- Collaborates with external consultants and other State personnel to maintain Pharmacy Benefit management; provides operational and program support to all components of the Medicaid Pharmacy program.
- Represents the Medicaid Pharmacy program on the Drug Use Review (DUR) Board in collaboration with the Pharmacy Administrator, State Medicaid Director and external consultants.
- Assists in the monitoring and analysis of DUR (Drug Use Review) activities including Prospective, Concurrent and Retrospective measures. Acts as a liaison relative to pharmacy services consultation and problem resolution to external professional associations and other divisions within Medicaid.
- Coordinates the DUR Board meetings and the annual DUR report to CMS.
- Assists the Pharmacy Administrator with formulary changes and variations between multiple plans including Medicaid, the uninsured and state employees if formularies differ.
- Assists with the monitoring of the OBRA 90 Rebate Program and supplemental rebate program, in concert with financial services, to insure the Department recovers and applies all the possible revenues.
- Refers potential fraud and abuse opportunities back to the Fraud and Abuse unit.
- Consults with the Office of Program Improvement and Integrity (PII) on provider audits, lock-ins and provider sanctions. Accompanies PII when on-site pharmacy audits are required.
- Monitors federal and state regulations in order to enforce program policy and procedures.
- Assists Medicaid providers with problem solving on pharmacy related issues involving the pharmacy benefit manager.

Supplemental Job Description
Pharmaceutical Services Specialist I
Position #41013
Page 2 of 3

- Coordination of grievance requests. Collects clinical information from PBM and medical provider for the purpose of reviewing PBM denied prior authorization requests. Once clinical information is collected will review within one business day.
- Provides pharmacy clinical expertise as needed for all bioterrorism and emergency preparedness procedures.
- Assists in the Development and implementation of the State plan for the deployment of the national pharmaceutical stockpile in the event of a medical emergency.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education. Additional years of formal education may not be substituted for formal education required by this class specification.

Experience: Five years' experience as a practicing pharmacist or as an instructor in an accredited school or college of pharmacy. Additional years of work experience may not be substituted for formal education required by this class specification.

License/Certification: Licensure by the New Hampshire Board of Pharmacy.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. Any employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title, and Position #: Lisabritt Solsky, Deputy Director, Office of Medicaid Business and Policy, #9U401

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supplemental Job Description
Pharmaceutical Services Specialist I
Position #41013
Page 3 of 3

Supervisor's Name, Title, Position #: Lisabritt Solsky, Deputy Director, Office of Medicaid Business and Policy, #9U401

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

Name	Position Number	Position Title	Labor Grade & Step	Regular Salary	Enhancement Percentage	Enhancement Amount	New Salary																																
Lise Farrand	12433	Pharmaceutical Service Specialist	25.8	\$2,329.50	30%	\$698.85	\$3,028.35																																
Fiscal Impact FY 2013																																							
Current Enhancement expires on 5/27/2013 (One payperiod left in FY 13)																																							
Fiscal Impact FY 2014																																							
(Enhancement Amount by 25 payperiods)																																							
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Fiscal Impact FY 2015																																							
(Enhancement Amount by 26 payperiods)																																							
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STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF MEDICAID BUSINESS AND POLICY

JUL 25 2011
 BY: _____

Nicholas A. Tounipas
 Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-8166 1-800-852-3345 Ext. 8166
 Fax: 603-271-8431 TDD Access: 1-800-735-2964

Kathleen A. Dunn
 Director

Approved by GTC
 Date 8/10/11
 Page _____
 Item # 80
 Contract # _____

July 6, 2011

His Excellency, Governor John H. Lynch
 and the Honorable Executive Council
 State House
 Concord, NH 03301

REQUESTED ACTION

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services Office of Medicaid Business and Policy to retroactively continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position #12433, as approved by Governor and Executive Council on August 19, 2009, Item #118 to be effective from June 23, 2011, through the date of Governor and Council approval of Item 2 below.

2. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Office of Medicaid Business and Policy, to continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position #12433, as approved by Governor and Executive Council on August 19, 2009, Item #118 to be effective from the date of Governor and Council approval through May 27, 2013, which is two years from the date of Division of Personnel approval.

EXPLANATION

In 2002, a request was put forward for a twenty percent (20%) temporary increase for several Pharmacy positions and Pharmaceutical Service Specialists. Governor and Council approved this request on August 14, 2002, Item #175. On September 22, 2004, Item #53 Governor and Council approved a continuation of the twenty percent (20%) temporary increase. On November 21, 2006 the Division of Personnel reviewed and approved a request for a Temporary Increase of salary for the professional Pharmacy positions located at New Hampshire Hospital. Governor and Council also approved the request for a period of two years on February 7, 2007, item #83. Historically the position of the Pharmaceutical Service Specialist, position #12433 had been included in the Pharmacy request but was inadvertently omitted from the November 21, 2006 request. On February 20, 2007 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and approved on March 15, 2007. The Governor and Council approved this request for the thirty percent (30%) temporary increase on May 16, 2007, item #91. On June 19, 2009 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and approved on June 23, 2009. On August 19, 2009, item #118, Governor and Council approved this request for the thirty percent (30%) temporary increase through June 23, 2011. Due to administrative error the timely submission of this request to continue the temporary increase was overlooked. Therefore, this request is being made retroactively.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
July 6, 2011
Page 2

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of the Pharmaceutical Service Specialist and to remain competitive with other industries in our area. The same individual has continuously occupied position #12433 since December 3, 1993. The incumbent has received this enhancement since 2007. The incumbent is responsible for performing pharmaceutical consultant work of an advisory and regulatory nature, administering the Medicaid Pharmacy and Durable Medical Equipment programs for the Department and auditing enrolled medical providers who prescribe or dispense drugs and durable medical equipment to ensure that Medicaid rules and regulations are enforced.

The estimated salary ~~description~~ of this enhancement is:

Retroactive Pay to June 23, 2011

Federal: \$ 698.85
General: \$ 698.85
Other: \$ 0.00
Total: \$ 1,397.70

SFY 2012 Annual Pay June 24, 2011 – June 14, 2012

Federal: \$ 9,434.48
General: \$ 9,434.48
Other \$ 0.00
Total: \$18, 868.95

SFY 2013 Payment Amounts:

Federal: \$ 9,085.05
General: \$ 9, 085.05
Other \$ 0.00
Total: \$18, 170.10

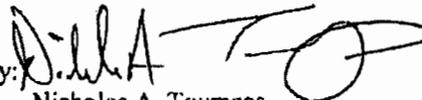
Enclosed are the approval letter from the Division of Personnel, current and proposed supplemental job descriptions, organizational charts, and fiscal impact sheet.

Respectfully submitted,



Kathleen A. Dunn, MPH
Director

Approved by:



Nicholas A. Toumpas
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

Nicholas A. Toumpas
Commissioner

Mark Bunniers
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4286 1-800-852-3345 Ext. 4286
Fax: 603-271-4910 TDD Access: 1-800-735-2864

May 25, 2011

Approved
K.D. Hutchins
5-27-11

Karen Hutchins, Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re. Request for Temporary Increase - Office of Medicaid Business and Policy

Dear Ms. Hutchins,

Persuent to Personnel Rule 904.01, Request for Temporary Increase, The Department of Health and Human Services (DHHS), Office of Medicaid Business and Policy (OMBP) requests your approval for a continuation of the 30% Temporary Increase for position #12433, Pharmaceutical Service Specialist.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of our Pharmaceutical Service Specialist in order to remain competitive with other industries in our area. The incumbent, has received this 30% enhancement since 2007, when it was increased from 20%. The last enhancement was approved on August 19, 2009, Item # 118.

If approved, the overall cost of this increase would be \$18,170.01. There are sufficient funds in the Department's budget to cover this request in 010-095-9560-010(salary) and 060 (benefits).

I am available to answer questions you may have related to this enhancement request. I appreciate your attention to this matter.

Sincerely,
Marilyn Doe
Marilyn Doe
Human Resource Coordinator

Enclosures

cc: Nancy Rollins, Director
Marilee Nihan, Financial Manager

DOP MAY 25 11 PM 2:28



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF MEDICAID BUSINESS AND POLICY

G+C 8-19-09
 item #118

129 PLEASANT STREET, CONCORD, NH 03301-3867
 603-271-8166 1-800-852-3348 Ext. 8186
 Fax: 603-271-8431 TDD Access: 1-800-735-2964

Nicholas A. Thompson
 Commissioner

Kathleen A. Dunn
 Director

August 6, 2009

His Excellency, Governor John H. Lynch
 and the Honorable Executive Council
 State House
 Concord, NH 03301

REQUESTED ACTION

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services (DHHS), Office of Medicaid Business and Policy (OMBP) to retroactively continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position #12433, as approved by Governor and Executive Council on May 16, 2007, Item #91 to be effective from November 21, 2008, through the date of Governor and Council approval of Item 2 below.

2. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Office of Medicaid Business and Policy (OMBP), to continue an increase in hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position #12433, as approved by Governor and Executive Council on May 16, 2007, Item #91 to be effective from the date of Governor and Council approval through June 23, 2011, which is two years from the date of Division of Personnel approval.

EXPLANATION

In 2002, a request was put forward for a twenty percent (20%) temporary increase for several Pharmacy positions and Pharmaceutical Service Specialists. Governor and Council approved this request on August 14, 2002, item #175. On September 22, 2004 Governor and Council approved a continuation of the twenty percent (20%) temporary increase, on item #53 of the agenda. On November 21, 2006 the Division of Personnel reviewed and approved a request for a Temporary Increase of salary for the professional Pharmacy positions located at New Hampshire Hospital. Governor and Council also approved the request for a period of two years on February 7, 2007, item #83. Historically the position of the Pharmaceutical Service Specialist, position #12433 has been included in the Pharmacy request and was inadvertently missed on the November 21, 2006 request. On February 20, 2007 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433, the Pharmaceutical Service Specialist and approved on March 15, 2007. The Governor and Council approved this request for the thirty percent (30%) temporary increase on May 16, 2007, item #91.

On December 16, 2008, the Division of Personnel approved the Pharmacy positions employed at the New Hampshire Hospital for a continuation of their enhancement of thirty percent (30%) and on April 1,

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
August 6, 2009
Page 2

Since the Pharmaceutical Service Specialist position was not included in this request, a separate request for position #12433 was submitted for the continuation of the thirty percent (30%) enhancement to the Division of Personnel and approved on June 23, 2009.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of our Pharmaceutical Service Specialist in order to remain competitive with other industries in our area. Position #12433 has been continuously occupied by the same individual since December 3, 1993.

The estimated salary cost difference of this enhancement is:

Retroactive Pay November 21, 2008 – June 4, 2009

Position 12433
Federal: \$ 461.92
General: \$ 461.93
Other: \$ 0.00
Total: \$ 923.85

SFY 2010 Annual Pay June 5, 2009 – June 3, 2010

Position 12433
Federal: \$ 9,085.05
General: \$ 9,085.05
Other \$ 0.00
Total: \$18,170.10

SFY 2010 Payment Amounts:

Federal: \$ 9,546.97
General: \$ 9,546.98
Other \$ 0.00
Total: \$19,093.95

Funding is available from State Fiscal Year (SFY) 2010. These salaries are funded in appropriation 05-95-95-956010-6126 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, EHS: COMMISSIONER OFF MEDICAID & BUSINESS POLICY, MEDICAID ADMINISTRATION.

Respectfully submitted,

Kathleen A. Dunn

Kathleen A. Dunn, MPH 
Director

Approved by:

Nicholas A. Tounipas
Nicholas A. Tounipas
Commissioner



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF THE COMMISSIONER

BUREAU OF HUMAN RESOURCE MANAGEMENT

Nicholas A. Tompkins
 Commissioner

Mark Husiere
 Director

129 PLEASANT STREET, CONCORD, NH 03301-3817
 603-271-4286 1-800-852-8346 Ext. 4286
 Fax: 603-271-4810 TDD Access: 1-800-737-2884

APPROVED *Karen D. Hutchins*
 JUN 23 2009
 DIRECTOR OF PERSONNEL
 BY *KDA*
 June 19, 2009

Karen Hutchins, Director
 Division of Personnel
 State House Annex - 25 Capitol Street
 Concord, NH 03301

Re. Request for Temporary Increase - Office of Medicaid Business and Policy

Dear Ms. Hutchins,

Persuent to Personnel Rule 904.01, Request for Temporary Increase, The Department of Health and Human Services (DHHS), Office of Medicaid Business and Policy (OMBP) requests your approval for a continuation of the 30% Temporary Increase for position #12433, Pharmaceutical Service Specialist.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of our Pharmaceutical Service Specialist in order to remain competitive with other industries in our area. The incumbent, has received this 30% enhancement since 2007, when it was increased from 20%. The last enhancement was approved on May 16, 2007, Item # 91. The Pharmacy positions that are employed at New Hampshire Hospital were approved for a continuation of this enhancement on December 16, 2009 and this position should be included as well.

If approved, the overall cost of this increase would be \$6,055.56. There are sufficient funds in the Department's budget to cover this request in 010-095-9560-010(salary) and 060 (benefits).

I am available to answer questions you may have related to this enhancement request. I appreciate your attention to this matter.

Sincerely,
Marilyn Doe
 Marilyn Doe
 Human Resource Coordinator

Enclosures

cc: Nancy Rollins, Director
 Marilee Nihan, Financial Manager

2009 JUN 23 10:46 AM



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
NEW HAMPSHIRE HOSPITAL

Nicholas A. Toumpas
Commissioner

Paula L. Mottis
Acting Chief Executive
Officer

30 CLINTON STREET, CONCORD, NH 03301
609-271-6900 1-800-862-3346 Ext. 6300
FAX: 609-271-6846 TDD Access: 1-800-862-3346

Approved by BAC

Date 4/1/09
March 6, 2009

Item# 93

Initial Jmg

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services (DHHS), New Hampshire Hospital, to increase for recruitment and retention purposes the Pharmacist and Chief Pharmacist classifications hourly rates by 30% retroactive to November 21, 2008 through November 21, 2010. Governor and Council approved a 30% increase on February 7, 2007, Item #82, for a period of two years through November 21, 2008.

EXPLANATION

The DHHS positions are Pharmacists #15704, 15706, 15741, 15810, 15831, and 16360; and Chief Pharmacist #15719. Availability of these services is critical to maintaining New Hampshire Hospital's accreditation.

New Hampshire Hospital (NHH) is a freestanding acute psychiatric facility requiring licensing inspections by the state Pharmacy Board, surveys by the state Bureau of Health Facilities, review of Conditions of Participation by the federal Center for Medicare and Medicaid Services and accreditation from The Joint Commission. National hospital standards must be met in order to gain regulatory compliance and the ability to bill for hospital service reimbursement. Accreditation (and federal reimbursement) requires "the provision of pharmaceutical care and services by a licensed pharmacy having a pharmacist who has a degree in pharmacy and is licensed and registered to prepare, preserve, compound, and dispense drugs and chemicals".

NHH has experienced a continued increase in patient admissions over the past several years. The complexity of new admissions, disease state, including both physical and mental issues, is also increasing. Increased admissions (2,260 admissions in SFY 08 which is a 6% increase over SFY 07) result in a higher demand on pharmacy services. The NHH pharmacy is currently filling an average of 950 prescriptions per day. With the current staff of three (3) pharmacists working eight (8) hours per day, and two (2) part-time pharmacists working a combined seven (7) hours per day for a total of 31 hours worked per day, this comes out to an average of 30 prescriptions per pharmacist per hour. In a review of the literature we have found two studies showing rates of 14 to 17 prescriptions per hour as being the upper limit with regard to safety. One study stated with drug combinations the risk of harmful combinations increase by 3% for each additional prescription filled per hour. Our rate of 30 transactions per pharmacist per hour is approximately double these rates. Clearly the risk of medication errors is already present.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
March 6, 2009
Page 2 of 2

Competition for registered pharmacists has never been greater. Recent reports reveal annual starting salaries for pharmacists as high as \$120,000. Enhancement of salaries prevents the loss of experienced pharmaceutical staff in a very competitive market. It is critical that the DPHS is able to recruit and retain professional pharmacy staff. A spreadsheet comparison of salaries for comparable positions in Concord, NH and surrounding area(s) is attached.

On December 16, 2008, the Division of Personnel approved the temporary request for the 30% enhancement; a copy of the approval letter is attached. The estimated salary cost difference of this enhancement is:

SFY 2009, 14 pay periods
Total \$71,356
Federal \$23,476
General \$47,095
Other (transfer from other agencies) \$785

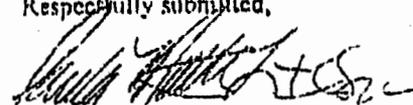
The reason for this retroactive request is due to holding off for submission to Governor and Council until a final decision was received from the discussions that took place between several parties of possibly receiving a higher, 50% enhancement.

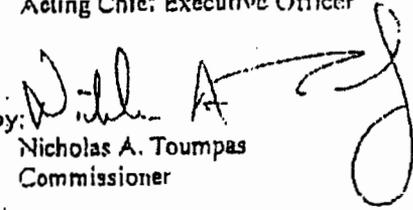
Funding is available in appropriation code 010-094-8750-010 for salary and -060 for benefits.

This increase is necessary to maintain a competitive salary for recruiting and retaining our Pharmacist positions. Please let me know if you need additional information.

Your favorable consideration of this request would be greatly appreciated.

Respectfully submitted,


Paula L. Mertis, LICSW
Acting Chief Executive Officer

Approved by: 
Nicholas A. Toumpas
Commissioner



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF MEDICAID BUSINESS AND POLICY

129 PLEASANT STREET, CONCORD, NH 03301-3867
 603-271-8166 1-800-852-3345 Ext 8166
 Fax: 603-271-8431 TDD Access: 1-800-735-2864

John A. Stephen
 Commissioner

Norman W. Cordell
 Director

March 20, 2007

His Excellency, Governor John H. Lynch
 and the Honorable Executive Council
 State House
 Concord, New Hampshire 03301

APPROVED BY _____
 DATE 5/16/07
 PAGE 12
 ITEM # 91

REQUESTED ACTION

1. In accordance with the Rules of the Division of Personnel, Per 904.01, Request for Temporary Increase, authorizing the Department of Health and Human Services, Office of Medicaid Business and Policy (OMBP) to retroactively continue an increase for retention purposes for the Pharmaceutical Service Specialist classification hourly rate by 20% which was approved by Governor and Council on September 22, 2004, Item 53, to be effective from September 23, 2006, until the date of Governor and Council approval of Item 2 below. Funding to support this position is available in appropriation 010-095-6126-010.

2. In accordance with the Rules of the Division of Personnel, Per 904.01, Request for Temporary Increase, authorizing the Department of Health and Human Services, Office of Medicaid Business and Policy (OMBP) to temporarily increase for retention purposes the Pharmaceutical Service Specialist classification hourly rate by 30% effective retroactively from November 21, 2006 and for a period of two years from date of Governor and Council approval. Funding to support this position is available in appropriation 010-095-6126-010.

EXPLANATION

The Division of Personnel recently reviewed a request for a Temporary Increase of salary for seven (7) professional Pharmacy positions located at the New Hampshire Hospital and rendered a decision on February 7, 2007. Governor and Council previously approved a 20% increase on August 14, 2002 for a period of two years, and again on September 22, 2004, for an additional two years. On February 7, 2007, Governor and Council, Item 83, approved an hourly rate enhancement of 30%, to be effective retroactively from November 21, 2006 for a period of two years. Historically, position #12433 has been included with all past requests for temporary increases in salary, however it inadvertently was overlooked. In light of this, OMBP requests the enhancement for position #12433 to also be included in this retroactive request effective November 21, 2006.

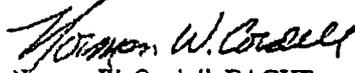
Enclosed, please find the following information:

- A spreadsheet comparison of salaries for comparable positions in the industry in Concord, NH and surrounding area(s) including Concord Hospital, Elliot Hospital, Catholic Medical Center, and Saint Joseph Hospital.
- Division of Personnel approval letter for the thirty percent (30%) increase.

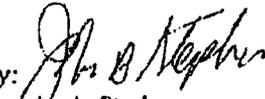
His Excellency, Governor John H. Lynch
and the Honorable Executive Council
March 20, 2007
Page 2

This enhancement would result in a fiscal impact of approximately \$4,325.40 for the remainder of State Fiscal Year 07. There are sufficient funds in the Department's budget to cover this request in 010-095-6126-010 (salary), and 010-095-6126-060 (benefits).

Respectfully submitted,


Norman W. Cordell, FACHE
Medicaid Director

Approved by:


John A. Stephen
Commissioner



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF THE COMMISSIONER
 NEW HAMPSHIRE HOSPITAL

John A. Stephen
 Commissioner

Chester C. Batchelder
 Superintendent

36 CLINTON STREET, CONCORD, NH 03301
 603-271-5300 1-800-852-3345 Ext. 6300
 Fax: 603-271-5845 TDD Access: 1-800-735-2964

January 9, 2007

His Excellency, Governor John H. Lynch
 and the Honorable Executive Council
 State House
 Concord, New Hampshire 03301

APPROVED BY _____

DATE 2/7/07

PAGE 11

REQUESTED ACTION ITEM # 83

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, New Hampshire Hospital to retroactively continue an increase for recruitment and retention purposes for the Chief Pharmacist and Pharmacist classifications hourly rates by 20% as approved by Governor and Council on September 22, 2004, Item 53, to be effective from September 23, 2006, until the date of Governor and Council approval of Item 2 below. Funding to support these positions are available in appropriation 010-094-8750-010.

2. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, New Hampshire Hospital to temporarily increase for recruitment and retention purposes for the Chief Pharmacist and Pharmacist classifications hourly rates by 30% effective retroactively from November 21, 2006 and for a period of two years from date of Governor and Council approval. Funding to support these positions are available in appropriation 010-094-8750-010.

Position Number	Current Title	Current Salary Grade
15719	Chief Pharmacist	30
15704	Pharmacist	27
15741	Pharmacist	27
15831	Pharmacist	27
15706	Pharmacist	27
15810	Pharmacist	27
16360	Pharmacist	27

EXPLANATION

The Division of Personnel recently reviewed a request for a reallocation of New Hampshire Hospital (NHH) Pharmacy positions and rendered a decision on September 19, 2006, to increase the salary grades of the Chief Pharmacist from salary grade 28 to salary grade 30 and the Pharmacists from salary grade 25 to salary grade 27. While this increase is an improvement, external salaries for Pharmacist positions continue to increase causing NHH's Pharmacy positions to remain non-competitive. This ultimately affects NHH's ability to hire qualified individuals.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
January 9, 2007
Page 2

Governor and Council previously approved a 20% increase on August 14, 2002, for a period of two years, and again on September 22, 2004, for an additional two years. This increase is necessary to maintain a competitive salary for recruiting and retaining NHH Pharmacist positions. Our initial intent was to submit this request by the September 22 deadline, however NHH also had a request for reallocation of labor grades in process as well and therefore was delayed while awaiting a decision from the Department of Personnel. In light of this, NHH requests this enhancement to be retroactive to September 23, 2006.

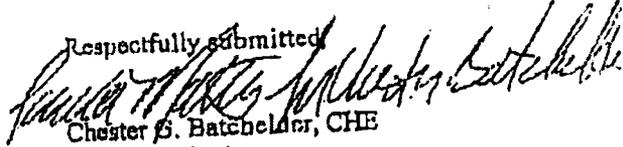
The Chief Pharmacist and four Pharmacist positions are currently filled. Pharmacist positions #16360 and #15831 have been vacant since 2005. NHH has been unable to hire a qualified Pharmacist because of the relatively low rate of compensation paid by the State of New Hampshire. NHH has had these vacant positions posted both internally and externally since early 2005, during which time the hospital has placed ads in area newspapers, and posted listing on the States' open jobs website. Both endeavors have resulted in no interested applicants. Approval of this request for an increase in compensation is necessary to recruit and retain qualified Pharmacists.

Enclosed, please find the following information:

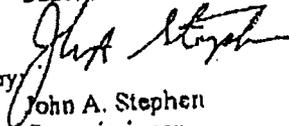
- A spreadsheet comparison of salaries for comparable positions in the industry in Concord, NH and surrounding area(s) including Concord Hospital, Elliot Hospital, Catholic Medical Center, and Saint Joseph Hospital.
- Division of Personnel approval for the thirty percent (30%) increase.

On November 21, 2006, The Division of Personnel approved the request for a temporary increase. This enhancement would result in a fiscal impact of approximately \$65,207.81 for the remainder of State Fiscal Year 07. There are sufficient funds in the Department's budget to cover this request in 010-094-8750-010 (salary), and -060 (benefits).

Respectfully submitted


Chester S. Batchelder, CHE
Superintendent

Approved by


John A. Stephen
Commissioner



JOHN A. STEPHEN
COMMISSIONER

State of New Hampshire

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

603-271-4088 FAX: 603-271-4912 TDD ACCESS: 1-800-735-2964

August 31, 2004

His Excellency, Governor Craig R. Benson
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

APPROVED BY GSC
DATE 9/22/04
PAGE 6
ITEM # 53

REQUESTED ACTION

Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, the Department of Health and Human Services (DHHS) and the Board of Pharmacy request an extension of the current twenty percent (20%) increase in the compensation of the twelve positions that employ professional pharmacists, effective retroactive to August 14, 2004. The DHHS positions are Chief Pharmacist, #15719, Pharmacists #15704, 15706, 15741, 15810, and 15831; Pharmaceutical Services Specialist #12433; Administrator I #41013. The Board of Pharmacy positions are Administrator II #17094, Administrator I #18659, and Compliance Investigator/Inspectors #17373 and 14337. Governor and Council previously approved the 20% increase on August 14, 2002 (Item No. 175) for a period of two years.

EXPLANATION

The increase is necessary to maintain a competitive salary for recruiting and retaining our Pharmacist positions. DHHS and the Board of Pharmacy currently have twelve positions in classifications that would be affected by this increase and the overall cost of the increase would be approximately \$118,786. Of the twelve positions identified above, only position #14337 is currently vacant. The source of funding for the 6 New Hampshire Hospital positions and the 3 Board of Pharmacy positions is 100% general funds. The 2 Pharmaceutical Services Specialist positions in the Office of Community and Public Health are funded with 75% federal and 25% general funds.

This request is made retroactive because staff recognized late that the current authorization expired on August 14, 2004. Collection of the supporting documentation to continue the salary enhancement took time along with the interdepartmental coordination necessary to complete and submit the request to the Division of Personnel and the Department of Administrative Services.

Respectfully submitted,

John A. Stephen
Commissioner



NEW HAMPSHIRE Hospital

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AUG 20 2002
BUSINESS U
NH HOSPITAL...

36 CLINTON STREET, CONCORD, NEW HAMPSHIRE 03301-3861
(603) 271-5300 FAX (603) 271-6096

July 30, 2002

Her Excellency, Governor Jeanne Shaheen
and the Honorable Executive Council
State House
Concord, NH 03301

Approved by GAC
Date 8-14-02
Page _____
Item No. 175

REQUESTED ACTION

Pursuant to RSA 99:8, Increases for Recruitment Purposes, and Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, the Department of Health and Human Services and the Board of Pharmacy request a twenty percent (20%) salary enhancement for twelve positions that employ professional pharmacists. Those positions are: Chief Pharmacist, #15719, Pharmacists #15704, 15706, 15741, 15810, 15831, Pharmaceutical Services Specialists #12433 and 41013, Administrator II #17094, Administrator I #18659, and Board of Pharmacy Compliance Investigator/Inspectors #17373 and #14337. This increase shall be effective upon Governor and Council approval for a period not exceed two years at an estimated annual cost of \$110,026.

EXPLANATION

Competition for registered pharmacists has never been greater. Recent reports reveal annual starting salaries for pharmacists as high as \$80,000. Top salaries for the above-referenced positions range from \$45,000 to \$52,533. In September 2002, a twenty percent (20%) increase was granted to pharmacists at the Department of Corrections. The enhancement of those salaries prevented the loss of experienced pharmaceutical staff from that agency. It is critical that both the Department of Health and Human Services and the Board of Pharmacy are able to recruit and retain professional pharmacy staff. The requested salary enhancements at the Department of Health and Human Services and Board of Pharmacy will help retain staff in a very competitive market. The estimated annual cost to the Department of Health and Human Services is \$72,196. The estimated annual cost to the Board of Pharmacy is \$37,830.

The twelve positions identified above are as follows:

New Hampshire Hospital

Chief Pharmacist (15719)

Pharmacist (15706, 15810, 15831, 15704, 15741)

1 filled

4 filled, 1 vacant and under recruitment since August 2001

Hcr Excellency, Governor Jeanne Shaheen
and the Honorable Executive Council
Page 2

Office of Community & Public Health
Pharmaceutical Service Specialist (12433, 41013) · 2 filled

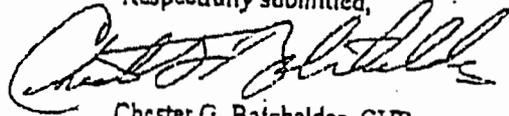
New Hampshire Board of Pharmacy
Administrator II (17094) 1 filled
Administrator I (18659) 1 filled
Pharmacy Board Compliance Invest (17373, 14337) 1 filled, 1 vacant and under recruitment
since December 2000

Area served: statewide

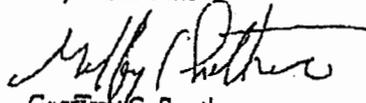
The source of funds for the six New Hampshire Hospital positions is general funds. The source of funds for the two Office of Community and Public Health positions is seventy-five percent federal Medicaid funds and twenty-five percent general funds. The source of funds for the four Board of Pharmacy is derived from general funds.

Your approval of this request would be greatly appreciated.

Respectfully submitted,

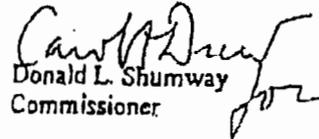


Chester G. Batchelder, CHE
Superintendent



Geoffrey C. Souther
Acting Director
Division of Behavioral Health

Approved by:



Donald L. Shumway
Commissioner