

**OFFICIAL**

Section 1  
Page 1

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT  
MEDICAL ASSISTANCE PROGRAM

Territory: United States Virgin Islands

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Citation  
42 CFR 431.10

As a condition for receipt of Federal funds under  
Title XIX of the Social Security Act, the

Department of Human Services  
(Single State Agency)

Submits the following State plan for the medical  
assistance program, and hereby agrees to administer  
the program in accordance with the provisions of this  
State plan, the requirements of Titles XI and XIX of  
the Act, and all applicable Federal regulations and other  
official issuances of the Department.

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TN No. 13-001  
Supersedes  
TN No. 91-6

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**OFFICIAL**

Territory of the United States Virgin Island  
SECTION 1 SINGLE STATE AGENCY ORGANIZATION

Citation  
42 CFR 431.10

- 1.1 Designation of Authority  
(a) The Department of Human Services of the United States Virgin Islands is the single state Agency designated to administer or supervise the Administration of the Medicaid program under Title XIX of the Social Security Act. (All references in this plan to, "DHS", "the Medicaid agency", or "the Bureau of Health Insurance and Medical Assistance (BHIMA)" mean the agency named in this paragraph).

Attachment 1.1-A is a certification signed by the State Attorney General identifying the single State agency and citing the legal authority under which it administers or supervises the administration of the program.

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TN No. 74-12

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Territory of the United States Virgin Islands

SECTION 1 SINGLE STATE AGENCY ORGANIZATION

Citation  
42 CFR 431.11

1.2 Organization for Administration

(a) ATTACHMENT 1.2-A Contains a description of the organization and functions of the Medicaid agency and an organizational chart of the agency.

(b) Within the State agency, the Medical Assistance Program , Department of Human Services has been designated as the medical assistance unit. ATTACHMENT 1.2-B contains a description of the organization and functions of the medical assistance unit, and an organizational chart of the unit.

(c) Attachment 1.2-C contains a description of the kinds and numbers of professional medical personnel and supporting staff used in the administration of the plan and their responsibilities.

(d) Eligibility determinations are not made by State and local staff of an agency other than the agency named in paragraph 1.1(a). Attachment 1.2-D contains a description of the staff designated to make such determinations and the functions they will perform.

X Not applicable. Only staff of the agency named in paragraph 1.1(a) make such determinations.

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**OFFICIAL**

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT  
MEDICAL ASSISTANCE PROGRAM

Territory of the United States Virgin Islands

Attachment 1.1-A  
Page 1

ATTORNEY GENERAL'S CERTIFICATION

I certify that:

The Department of Human Services is the

Single State agency responsible for:

administering the plan.

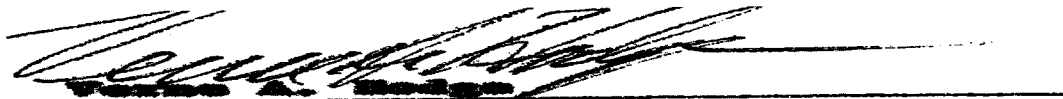
The legal authority under which the agency administers the plan on a Statewide basis is:

1. Executive Order No. 86-66
2. Bill No. 29-0425 amending Title 19 of the Virgin Islands Code, Chapter 17#
3. 19 V.I.C. § 278 (2013)

\_\_\_\_\_ and supervises the administration of the plan on a Territory-wide basis.  
\_\_\_\_\_

The agency's legal authority to make rules and regulations that are binding is contained in:

1. Bill No. 29-0425, passed in the 2012 Regular Session of the Territorial Senate
2. 19 V.I.C. § 278 (2013)

  
\_\_\_\_\_  
Signature

Attorney General  
\_\_\_\_\_  
Title

JUL 10 2013

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**OFFICIAL**

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT  
MEDICAL ASSISTANCE PROGRAM

Territory of the United States Virgin Islands

Attachment 1.2-A  
Page 1

NARRATIVE SUPPLEMENT: CHART 1  
VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES

GOVERNOR: The Governor is elected by the people of the United States Virgin Islands, and appoints cabinet officers, including the Commissioner of Human Services, with the advice and consent of the legislature. A copy of his Executive Order formalizing the transfer of the administration of the Medicaid program and the Bureau of Health Insurance and Medical Assistance (BHIMA) from the Department of Health to the Department of Human Services is included as Attachment 1.2-B.

COMMISSIONER OF HUMAN SERVICES: The Commissioner serves as the head of the department providing supervision and direction. The commissioner continues in office during the term of the Governor by whom the Commissioner was appointed. The following units are part of the Office of the Commissioner:

Legal Counsel, Office of Legal Affairs

Criminal Victims Board

Interagency Council on Homelessness

Head Start Governing Body

Residential Task Force

Public and Government Relations

Contracts, Leases and non-Profit Monitoring

Special Assistant to the Commissioner on Homelessness

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**OFFICIAL**

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT  
MEDICAL ASSISTANCE PROGRAM  
Territory of the United States Virgin Islands

Attachment 1.2-A  
Page 2

NARRATIVE SUPPLEMENT: CHART 1  
VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES (cont.)

ASSISTANT COMMISSIONER, ST. THOMAS/ST. JOHN: The Assistant Commissioner for St. Thomas/St. John is appointed by the Commissioner and supervises Program Administrators for the following services throughout the Territory:

Administrator for Disabilities and Rehab Services

Administrator for Child Care, Regulatory Services

Administrator for Family Assistance Programs

Administrator for Senior Citizen Affairs

ADMINISTRATOR FOR FAMILY ASSISTANCE PROGRAMS: The Administrator for Family Assistance programs is responsible for the administration of a number of cash assistance, energy assistance, nutritional assistance and medical assistance programs including:

Supplemental Nutrition Assistance Program (SNAP)

Temporary Assistance to Needy Families (TANF)

Support Services (Quality Control, Fraud, Claims and Issuance)

Medical Assistance Program (MAP=Medicaid)

Telephone Subsidy Assistance

Energy Subsidy Assistance

Public Assistance

Job Opportunity and Basic Skills Program (JOBS)

Nutrition Education Program

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**OFFICIAL**

NARRATIVE SUPPLEMENT:  
VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES

THE DIRECTOR OF THE BUREAU OF HEALTH INSURANCE AND MEDICAL ASSISTANCE (BHIMA): The Director of BHIMA reports directly to the Administrator for Family Assistance Programs and is responsible for eligibility determinations and all aspects of the administration of the Medical Assistance Program (Medicaid, known locally as MAP). The BHIMA Director supervises administrative personnel in the St. Thomas who are responsible for financial management, contract administration, and provider enrollment. In addition, the Director supervises two (2) deputy Directors in the two MAP Districts – St. Thomas/St. John and St. Croix. BHIMA determines benefits and policy for the Medical Assistance Program (MAP).

These individuals are responsible for determining eligibility and the authorization of special services (i.e. services provided directly by private providers outside of the network of Federally Qualified Health Centers and Clinics operated by the Department of Health) in their respective Districts. When special services are requested to be provided by Medicaid-enrolled private provider, the requests are reviewed by Medical Social Workers in the appropriate District (St. Thomas or St. Croix). The Social Workers may call on physicians employed by the Department of Health both to approve requests for services and to review claims submitted by the private providers for payment.

For those primary care services and inpatient and outpatient hospital services provided by the clinics and hospitals owned and operated by the U.S. Virgin Islands Department of Health and the two Federally Qualified Health Centers (FQHCs), BHIMA records the full rate of the paid claim, however, the public providers are only reimbursed the federal share (currently 55%) with the local share (45%) provided through direct appropriations. Private providers are paid both the local and the federal share. The claims processing and claiming functions are currently performed manually by the Administrative and Accounting Staff in St. Thomas and St. Croix. In July, 2013 these functions will become part of the Medicaid Management Information System (MMIS) which is currently under development as described in an Implementation Advanced Planning Document (IAPD) approved by CMS. The Certification and Special services operations are supported by Quality Control staff, including Field Investigators) located on both St. Thomas and St. Croix.

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**OFFICIAL**

**ORGANIZATIONAL CHARTS:  
VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES  
BUREAU OF HEALTH INSURANCE AND MEDICAL ASSISTANCE**

**VI Medicaid Program Staff by Units**

VI Medicaid Units:

St. Thomas and St. Croix

|     | <u>Administration</u>  | <u>Certification Unit</u>     | <u>Quality Control</u>       | <u>Fiscal / Bookkeeping</u> | <u>Social Services</u>       |
|-----|--|-------------------------------|------------------------------|-----------------------------|------------------------------|
| 1.  | BHIMA Director, Department of Human Services, Knud Hanson Building, St. Thomas | Certification Supervisor -STT | Chief Quality Control Review | Accountant III              | Supervisor Med Social Worker |
| 2.  | Director Management Account Services   | Certification Supervisor -STX | Quality Control Reviewer     | Accountant III              | Medical Social Worker        |
| 3.  | Administrator, Fiscal Services   | Administrative Specialist     | Front End Investigator       | Accountant III              | Medical Social Worker II     |
| 4.  | Assistant Director (STT)   | Certification Specialist I    | Field Investigator           | Accountant III              | Administrative Officer III   |
| 5.  | Assistant Director (STX)   | Certification Specialist I    | Field Investigator           |                             |                              |
| 6.  | Office Manager   | Certification Specialist II   | Field Investigator           |                             |                              |
| 7.  | Administrative Assistant   | Certification Specialist II   |                              |                             |                              |
| 8.  | Coordinator Administrative Services  | Certification Specialist II   |                              |                             |                              |
| 9.  | Coordinator Outreach Program   | Certification Specialist II   |                              |                             |                              |
| 10. | Administrator Officer I  | Certification Specialist II   |                              |                             |                              |
| 11. | Administrator Officer I  |                               |                              |                             |                              |
| 12. | Administrator Officer III  |                               |                              |                             |                              |

36 total; 10 vacant

Narrative Description of the Staffing and Functions of the Medical Assistance Agency (BHIMA)

BHIMA is led by a Director based at the Knud Hanson Complex in St. Thomas. The Director is supported by an Office Manager, an Administrative Assistant, a Coordinator for Administrative Services, a Coordinator for Outreach and three (3) Administrative Officers.

Field operations for the US Virgin islands Medicaid program are divided into two Districts: one for St. Thomas and St. John, and the other for St. Croix.

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**OFFICIAL**

Territory of the United States Virgin Islands

Attachment 1.2-C  
Page 2

Each District is headed by an Assistant Director position. Under the Assistant Directors, each District contains the following units: Certification, Quality Control, Fiscal/Payments, and Special Services (see below).

St. Thomas

St. Croix

|                      |                      |
|----------------------|----------------------|
| Certification (4)    | Certification (5)    |
| Quality Control (3)  | Quality Control (3)  |
| Accounting (2)       | Accounting (2)       |
| Special Services (2) | Special Services (2) |

Total Filled Position - 36  
Total Authorized Positions - 46  
Total Vacant Positions - 10

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