**PLAN STAFFING**

|  |  |
| --- | --- |
| **Bidder Name:** |  |

**Estimated Staffing**

Instructions: Complete the Plan Staffing form, to present estimates of staffing by position type and date. Solely for the purpose of completing this form, the Bidder should assume the same enrollment as presented in the Major Subcontractors form.

When completing the form:

* Indicate the corresponding internal position title within the plan for each function.
* If a member-to-staff ratio is used to calculate the number of FTEs, provide the ratio.
* If you have more than one staffing ratio for a function/position (e.g., care management staff having different ratios by population served), insert additional rows into the table to accommodate.
* Include explanatory notes, if needed, in the second table at the end of the form.
* Supervisory/managerial staff count should not include the director-level individuals identified on the Key Staff and Oklahoma Presence form.

Include a job description for each position directly behind this form.

| **Function** | **Internal Plan Title(s)** | **Staffing Ratio (Enrollees per FTE)** | **Estimated FTEs** |
| --- | --- | --- | --- |
| **Utilization and Medical Management Managers/Supervisors** |  |  |  |
| **Utilization and Medical Management Staff** |  |  |  |
| **SoonerSelect Children’s Specialty Program Enrollee Care Support Managers/Supervisors (non-call center)** |  |  |  |
| **SoonerSelect Program** **Children’s Specialty Enrollee Care Support Staff (non-call center)** |  |  |  |
| **SoonerSelect Children’s Specialty Program Enrollee Services Managers/Supervisors (call center)** |  |  |  |
| **SoonerSelect Children’s Specialty Program Enrollee Services Staff (call center)** |  |  |  |
| **Quality Management and Improvement Managers/Supervisors** |  |  |  |
| **Quality Management and Improvement Staff** |  |  |  |
| **Grievance and Appeal Staff** |  |  |  |
| **Provider Reconsiderations and Appeals Staff** |  |  |  |
| **Technical Support Managers/Supervisors** |  |  |  |
| **Technical Support Staff** |  |  |  |
| **Compliance and Reporting Managers/Supervisors** |  |  |  |
| **Compliance and Reporting Staff** |  |  |  |
| **Program Integrity Managers/Supervisors** |  |  |  |
| **Program Integrity Staff** |  |  |  |
| **Provider Services Managers/Supervisors (non-call center)** |  |  |  |
| **Provider Services Staff (non-call center)** |  |  |  |
| **Provider Services Managers/Supervisors (call center)** |  |  |  |
| **Provider Services Staff (call center)** |  |  |  |
| **Claims Processing Managers/Supervisors** |  |  |  |
| **Claims Processing Staff** |  |  |  |
| **Accounting and Finance Managers/Supervisors** |  |  |  |
| **Accounting and Finance Staff** |  |  |  |
| **Website Managers/Supervisors** |  |  |  |
| **Website Staff** |  |  |  |
| **All Other FTEs** |  |  |  |
| **TOTAL FTEs** |  |  |  |

**Use the section below to include any explanatory notes associated with the staffing information. (Add rows as needed.)**

|  |  |
| --- | --- |
| **Function** | **Note** |
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