

## SPECIAL SERVICE FOR GROUPS

### JOB ANNOUNCEMENT

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<b>Title:</b> MIS/QI Analyst I	<b>Division:</b> Occupational Therapy Training Program
<b>FLSA:</b> Non-Exempt, Full-Time	<b>Supervisor:</b> MIS/QI Manager
<b>Pay Rate:</b> TBD	<b>Posted:</b> February 10, 2017

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#### **Summary**

Under the direction of the MIS/QI Manager, MIS/QI Analyst Level I is responsible for performing higher skill level of MIS/QI functions for all of the Divisions Mental Health projects; including but not limited to: WRAP, FSP, MHSA, EPSDT, PEI/CDE, FCCS, OHC and CGF. In addition, the MIS/QI Analyst Level I will be responsible for data entry and data upkeep within the Electronic Health Record Systems. Individual is responsible to ensure the success of data entry of client profile/set-up and outcomes. This role will be a key person on maintaining OMA tracking spreadsheets and follow-up, update of client info/aid codes in Clinitrak. This position will monitor timely submission of outcomes and work DMH reports. This role will be required to communicate regularly with direct supervisor, management, billing coordinator and others applicable regarding progress, goals, operational changes, issues and concerns of the integrity of the data/claims

#### **Essential Functions**

##### **MIS/QI Administrative**

- Receive, review and approve all DMH/non-DMH documentation and packets.
- Disseminates/tracks all DMH/non-DMH documents/packets to appropriate staff.
- Responsible for inputting pertinent client demographics on an on-going basis.
- Responsible for accurately inputting payor information for every OTTP client for purposes of reimbursement.
- Performs automated eligibility verification on a monthly basis through various technological tools: Department of Health Care Services Medi-Cal website and Clinitrak through EDI batch transactions.
- Responsible for creating live charts and filing of various DMH documentations on an on-going basis.
- Scan & upload DMH documents.
- Responsible for accurately scoring YOQ/OQ.
- Maintains various databases for client tracking system and internal back-up system. A high level of confidence in integrity/ability is required to ensure fidelity of data.
- Ensures that all client-related mental health documentation meets the standards enforced by DMH. Advises Clinical Director/Direct Supervisor of potential problems and takes corrective action.
- Maintains and organizes client's chart. (*multiple admissions, thick charts, etc*)
- Collating and filing client documents; DMH/non-DMH. (*outcome measures, etc*)
- File monthly financial print-outs.
- Log-in and photocopy CCCP signature pages.
- Scan and upload various documents into Clinitrak.
- Create new DMH client charts.
- Other task as assigned.

##### **Outcomes Administration**

- Complete the scoring of various outcome tools in order to obtain pre-and/or post-test data.
- Responsible to communicate & distribute scores of various outcome tools to the primary treatment teams, so that they can analyze the data and accurately assess the needs of their clients.
- Enter pre- and post- outcome data into the various databases.
- Identify & communicate any challenges within the data collection systems.
- Provide recommendations to Outcomes Data Analyst Level III that will improve data collection systems, especially as it pertains to quality improvement of accuracy and timeliness.
- Monitors, tracks and alerts staff/coordinator of timely submission/outstanding OMAs for every model.
- Reconcile DMH correction reports. OMA liaison with DMH OMA team and SSG Core.

**Bilingual Support (if applicant is bilingual the following will apply)**

- Bilingual interpretation/translation responsibilities, including but not limited to outreach to monolingual Spanish-speaking parents or other family member.
- Scheduling of appointments.
- Assist with reminder phone calls for upcoming outings, events and appointments.
- Translating/interpreting assessments and/or counseling sessions; for the purpose of delivering quality services to the consumer.
- Coordination of bilingual request flow response.
- Driving will be a required aspect of this job function (for example: may drive to multiple field sites/homes).

**Minimum Qualifications – Knowledge, Skills and Abilities Required**

- High school diploma/educational equivalent or six months of work experience.
- Requires a welcoming disposition and both strong communication and interactive skills.
- Necessitates tremendous organizational skills, excellent attention to detail and the ability to perform multiple tasks successfully.
- Working knowledge of Microsoft (MS) Word, MS Excel.
- Ability to work with diverse professional and paraprofessional staff.
- Ability to work with diverse populations.
- Ability to effectively handle the public over the telephone and in person.
- Ability to exercise good judgment in making decisions.
- Ability to work independently with minimum supervision as well as part of a team.
- Verification of employment and background check required.
- Valid California Driver License, proof of auto insurance, and reliable transportation required.
- Regular attendance required.

**Non-Essential Qualifications**

- Ability to perform duties on weekend days when required.
- Ability to work evenings, overtime, weekends and holidays may be required.

**Supervisory Responsibilities**

The incumbent in this position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

The environment for this position is an office environment as well as the community. Driving is required when in the field, own transportation is required.

**Physical Requirements**

In the course of performing this job, there will be driving, walking and sitting required.

**Mental Requirements**

The incumbent in this position must be able to accommodate to all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on-call duty after regular working hours.

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**Please submit cover letter and resume to e-mail or fax 310.436.8285**

**Post Date: 02/10/17, End Date: 02/17/17**

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