

Position Title	Information Systems Reviewer
Reports to	Assistant Director
Employment Status	Exempt Full-Time
Date last reviewed	December 2021
Approved by	BHC Executive Team – ED/CFO/AD

General Description: This position is responsible for conducting county mental health plan and/or Drug Medi-Cal Organized Delivery System (DMC-ODS) county information systems review as part of larger, overall quality and performance review. The ISR must possess knowledge of information systems technology and operations including business processes and be able to assist the lead reviewer in all phases of a review including planning, conducting and report writing. The ISR will also assist the reporting manager in data analytical and quality control activities. The ISR will assist in the external quality review annual report production and will produce charts and graphs as needed. The ISR must be able to work in a team-oriented environment and be a quick problem-solver in various review situations involving county administration, staff, and/or consumers.

Essential Job Responsibilities and Duties:

- Conduct high quality and efficient external quality reviews for 10-14 MHPs and/pr DMC-ODSs each fiscal year (August 1 – June 30) by evaluating performance measures, information systems and billing, preparing IS data and analyzing tables.
- Develop relevant questions regarding the county specific operations and local issues for focus group discussion to support review process.
- Produce high quality and timely IS reports by triangulating performance measures, information systems, onsite interview and focus group data.
- Lead and/or assist in conducting non-IS related focus group sessions as assigned by the lead reviewer.
- Provide summaries of the focus group sessions to the lead reviewer.
- Prepare a draft IS report by established deadline that synthesizes information from multiple sources, uses analytical reasoning, substantiates all findings

logically and adequately, and makes appropriate recommendations for improving access, timeliness, and quality.

- Meet the evolving needs of county and state entities by assisting with the developing, refining and standardizing of IS report templates each year.
- Participate in internal staff trainings and staff meetings.
- Provide technical assistance to the counties as requested.
- Provide support and technical assistance to review and analyze multiple sources of information/data for statewide annual report production.
- Other duties as assigned by management.

Minimum Education and Qualification Requirements:

Education: Any or a combination of the following:

- Bachelor's degree in healthcare informatics, statistics, or related subject.
- Ten years of experience may be substituted for college degree.

Qualifications:

- 2-3 years of experience in behavioral health information systems, auditing, programming, network administration, systems analysis and development; installation of software; user training; writing procedures and manuals.
- 2-3 years' experience in data analysis using database/spreadsheet programs.
- Experience in facilitating/conducting meetings, groups preferred.
- Knowledge of health/behavioral health information systems.
- Knowledge of county behavioral health claims data and business processes.
- Ability to review and analyze multiple sources of information/data.
- Ability to work in a diverse team and assume leadership as needed.
- Excellent technical report writing skills.
- Excellent communication skills, including the ability to properly interact with MHP or DMC-ODS staff of all levels from executive management to line staff and beneficiaries served.
- Determine strengths and opportunities for improvement from the available data.

I have read and received a copy of this job description.

Employee signature: _____

Date Signed: _____