![MSHN Mid-State Health Network logo]

JOB DESCRIPTION: Database and Report Coordinator	**EMPLOYMENT CATEGORY:** At-will, Administration
POSITION HIRED BY: Mid-State Health Network (MSHN)	
SUPERVISOR: Chief Information Officer	**FULL-TIME/PART-TIME:** Full-time
MANAGEMENT RESPONSIBILITIES: Personnel – No Resources - Yes	**EXEMPT/NON-EXEMPT:** Exempt

Position Overview:

Under the direction of the Chief Information Officer (CIO), responsible for building and managing datasets that are used for querying and reporting. Develops methods to review, analyze and monitor key business, clinical, and performance indicators for MSHN teams; provides data analysis expertise for MSHN staff, MSHN board, and MSHN Community Mental Health Service Providers (CMHSP) Participants or other Pre-paid Inpatient Health Plan (PIHP) Contractors. Facilitates the process for analytic training and technical assistance to MSHN staff and CMHSP participants; and leads MSHN with developing reports, queries, and reporting templates in a consistent and standardized manner. Manages the process of developing dashboard logic and simplifies the way that MSHN staff use information in its operations.

Qualifications

Minimum Qualifications

- Bachelor's degree in Computer Science, Computer Information Systems, Database Administration, Business Administration, Public Administration, Public Health, or related field;
- A minimum of three years of experience analyzing health care or Medicaid data;
- Knowledge of database administration, security, functions and applications;
- Knowledge of the principles and practices of health care data analytics;
- Knowledge of methods and techniques of research, statistical analysis and report presentation;
- Knowledge of Medicaid datasets, values, and properties;
- Flexibility to meet obligations outside of normal business hours.

Preferred Qualifications

- Master's degree in Computer Science, Computer Information Systems, Database Administration, Business Administration, Public Administration, Public Health, or related field;
- Experience with Pre-paid Inpatient Health Plans (PIHP) and/or Community Mental Health Service Programs (CMHSP);
- Database Administration certification;
- Experience with integrated health care management;
- Knowledge of the principles and practices of continuous quality improvement;
- Knowledge of the principles and practices of utilization management;
- Knowledge of analytic programs such as SAS, SPSS, R, or other similar statistical applications;
- Knowledge of all federal statutes surrounding participation in Medicare and Medicaid programs;
- Knowledge of Michigan's Mental Health Code, Medicaid Manual, Michigan Department of Health and Human Services (MDHHS) PIHP and CMHSP contracts, and Public Health Code governing behavioral health and substance abuse services.
- Lived experience with behavioral health issues is desired.

- Good understanding and working knowledge of Medicaid programs;
- Ability to handle confidential information and materials is essential;
- Excellent organizational skills and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- The ability to publicly present complex information in a concise, understandable format;
- Ability to interact positively and collaboratively with Board members, executives, to include CMHSP executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office products;
- Ability to collect, maintain, and evaluate data, and prepare reports;
- Ability to manage complex technical projects;
- The ability to legally drive within the State of Michigan.

Responsibilities	Designated Back-Up
Provide support for building and maintaining MSHN databases and datasets;	Systems Analyst
Assist with the creation and maintenance of the MSHN dashboard and balanced score card;	Project Manager
Develop and support a system for logging, processing, and tracking requests for data exchange with CMHSPs, MSHN staff, MiHIN and MHPs;	Systems Analyst
Utilize standardized and industry-recognized metrics to develop and support MSHN measures for the analysis of the population health of the region, including key performance indicators (KPI) as developed from appropriate sources (i.e. Healthcare Effectiveness Data and Information Set (HEDIS), etc.);	Project Manager
Work with MSHN staff and vendor(s) to develop reports in a standardized manner, including related data definitions and documentation, to organize, review, analyze, and monitor key business and clinical indicators, utilization, and quality improvement data;	Project Manager
Provide clear working interpretation of data analysis and reports for MSHN staff, MSHN CMHSP Participants and/or other PIHP Contractors;	Project Manager
Works with clinical, administrative or other staff to identify or clarify needs and/or to recommend technology solutions such as data reports or workflow efficiencies;	Project Manager
Facilitate MSHN Data Analytics workgroup;	Project Manager
Develop a working knowledge of current and emerging standards for healthcare performance data and reporting, including accreditation;	Project Manager
Understand and interpret data elements and reporting requirements relative to analytic capabilities, including data report requests from MSHN staff, CMHSPs, or other PIHP Contractors;	Project Manager
Assist in creating and maintaining policies, procedures, related to Information Technology and Data Analytics;	CIO
Provide analytic support to end-user staff, including MSHN, CMHSP, and PIHP Contractors;	Project Manager
Provide support for Population Health efforts, including training and technical assistance;	Project Manager
Represent MSHN Information Technology on committees, workgroups or other external meetings as requested;	CIO
Assist with File submission to the MDHHS site.	Systems Analyst

Assist with website provider directory review and upload.	CIO
Assist with MDHHS File transfers including the splitting and dissemination as needed.	Systems Analyst
Supports development of internal reports, including working with committees and users re: what is needed and how it will be used;	Project Manager
Identifies where and how client-related data can be obtained and is a resource for users;	Project Manager
Supports the MSHN substance use disorders providers with all aspects needed to operationalize its user base, including training and on-going support;	Systems Analyst
Uses report generator and other available tools to support MSHN and produce accurate and timely MDHHS-required and other externally required data reports;	Project Manager
Responsible for creating and monitoring required data reporting and reconciling data reported with source data, including CMHSP reports submitted to MSHN;	Systems Analyst
Works with users, IT staff, and vendors to evaluate processes and recommend computer solutions;	All
Maintains current documentation of IT policies, procedures, programs, and systems;	All
Acts as technical liaison between MSHN, contractors, subcontractors, vendors, MDHHS, and other entities as needed;	All
Be knowledgeable about and actively support: • Culturally competent recovery-based practices, • person centered planning as a shared decision-making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, • a trauma informed culture of safety to aid consumers in the recovery process, and; • Principles and practices of diversity, equity and inclusion	
Perform other duties as assigned/requested.	

Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Chief Information Officer.

Environment & Safety

Minimum Physical Requirements
• Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
• Ability to sit for extended periods of time;
• Ability to travel offsite for various meetings, activities, and events; and
• Ability to use computer, telephone, copy machine and various office equipment.

Work Environment
• Remote office environment with in-person meeting attendance as requested; and
• Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

_____
Employee Signature   Date

_____
Supervisor Signature   Date