

<b>JOB DESCRIPTION:</b> Chief Information Officer (CIO)	<b>EXEMPT/NON-EXEMPT:</b> Exempt
<b>EMPLOYMENT CATEGORY:</b> At-will, office administration	<b>FULL-TIME/PART-TIME:</b> Full-time
<b>POSITION HIRED BY:</b> MSHN CEO	<b>SUPERVISOR:</b> MSHN Deputy Director
<b>MANAGEMENT RESPONSIBILITIES:</b> Personnel – Yes, Resources – Yes	<b>CREDENTIALING REQUIRED:</b> Yes/No

**POSITION OVERVIEW:** The Chief Information Officer of Mid-State Health Network (MSHN) is an executive leadership position with primary responsibility to oversee and be accountable for all Prepaid Inpatient Health Program (PIHP) information systems (IS) and information technology (IT) activities by providing leadership for planning, developing, and implementing information technology initiatives. The CIO assists with the development of strategic initiatives and direction for MSHN. The CIO serves as an advisory resource for Community Mental Health Service Program (CMHSP) Participants and Substance Use Disorder Contractors. Ensures the provision of audit and collaborative oversight of Community Mental Health Service Program IS/IT systems for compliance with legal and contractual obligations, and standard IT practices. Serves as MSHN Security Officer and has responsibility for evaluating potential data breaches and ensuring best practices for protecting health information.

## Qualifications

### Minimum Qualifications

- Bachelor's degree in a Computer major (computer science, information systems, computer/software engineering, etc.), Business, Finance or related field
- 5 years supervisory experience in Information Technology, finance, public administration, or a related field
- 5 years working experience with Information Technology, project management and contract management
- Knowledge of the principles and practices of risk analysis/assessment, security procedures and practices, and Information Technology operations in a healthcare environment
- Familiarity with data exchange, warehousing principles, and business intelligence reporting/analytics and associated tools to ensure decision-support capabilities
- Flexibility to meet obligations outside of normal business hours

### Preferred Qualifications

- Master's degree in a Computer major, Business, Finance or related field
- Certifications that enhance knowledgebase
- Experience in Information Technology management in the health sector
- Experience in a Community Mental Health Services Program
- Contract management experience
- Knowledge of statutes relating to Medicare and Medicaid programs

- Knowledge of Michigan’s Mental Health Code and Public Health Code governing substance abuse services
- Working knowledge of administrative principles and practices including goal setting and budget development and implementation
- Good organizational skills and ability to prioritize the workload
- Excellent interpersonal and human relations skills
- Excellent verbal and written communication skills
- The ability to manage/supervise technical staff
- The ability to publicly present complex information in a concise, understandable format
- Experience in working with Executive Boards and presenting information
- Use of Microsoft Office
- Access to reliable transportation

<u>Responsibilities</u>	<u>Designated Back-Up</u>
Recommends policies and procedures for all aspects of the CIO position:	
Supervises appropriate staff as assigned to the scope of the CIO;	
Serves as a member of the executive management of MSHN, developing short and long-range goals and plans to ensure the continuing availability of quality mental health care and substance use disorder treatment services throughout its Provider Network, adding voice to the values and principles representing the region;	
In collaboration with the MSHN Regional Information Technology Committee/Workgroup, directs the development and implementation of MSHN policies and procedures governing Information Technology, and ensures that all policies, procedures and practices comply with federal, state and local requirements for accountability and reporting;	
Acts as the HIPAA Security Officer for MSHN, and collaborates with the CMHSP Participant HIPAA Security Officers;	
Provides direction for ensuring protected health information is securely transmitted and access to systems is secure;	
Confers with CMHSP Participant CIOs, acting as a consultative resource to assist with regional and local endeavors where needed;	
Provides direction for developing and implementing health information exchanges that benefit the region;	
Coordinate efforts related to population health management and data analytics, including overseeing the initiatives in the regional workgroups. Recommends software tools, datasets and reference sets for use with population health activities;	
Collaborating with CMHSP Participant CIOs, provides staff support and consultation for Information Technology-related mechanisms, processes and joint purchases across the region to provide improved efficiencies;	
Provides oversight, management and monitoring of all contracted or leased Information Technology functions;	

Provides oversight and monitoring of the MSHN Information Technology, and CMHSP Participant Information Technology plans related to the provision of Medicaid services in association with established policies and procedures;	
Provides appropriate support for reporting to the Michigan Department of Health and Human Services (MDHHS), MSHN Board, Executive Staff and CMHSP Participant Executives and Staff as required;	
In collaboration with the MSHN Information Technology Committee, ensures timely and accurate reporting to meet contractual obligations of the PIHP;	
Ensures that MSHN staff and the CMHSP Participants comply with established MDHHS reporting standards, and policies and procedures;	
Act as a liaison between each of these entities:	
Maintains primary responsibility for the review and monitoring Information Technology-related state and federal regulations, and the MDHHS contracts on behalf of MSHN and its CMHSP Participants to communicate issues/changes;	
Working with the CEO, Deputy Director and CFO, provides monitoring and oversight of IT components of all MSHN subcontractors, including those with MSHN CMHSP Participants;	
Facilitates the MSHN Information Technology Committee/Workgroup and collaboratively develop Information Technology policies and procedures for use by the PIHP and CMHSP Participants;	
Builds regional relationships with CMHSP Participants to foster administrative efficiencies;	
Collaborates with CMHSP Participants to provide oversight of Information Technology audit processes, outcomes and corrections;	
Works with the MSHN Leadership to facilitate and ensure the adequacy of management information systems which: <ul style="list-style-type: none"> <li>• Articulate with MDHHS, subcontractor and third-party payer systems (if any) to properly communicate coordination-of-benefits, billing and payment information,</li> <li>• Provide safe, secure and accurate data storage and retrieval for consumer information and financial and non-financial information required for reporting, and</li> <li>• Ensure systems are adequate for the distribution of Medicaid funds to CMHSP Participants in association with approved policy and procedures;</li> </ul>	
Works with the Deputy Director to develop and/or manage the development of short and long-range plans to upgrade and expand information management infrastructure to accommodate changes in technology and changes in information management and data processing requirements;	
Complies with organizational policies and procedures, including code of conduct and attendance policy, and policies resulting from the HIPAA security and privacy rules regarding individually identifiable health	

information concerning individuals served or employed by the Provider Network;	
Travels to other sites and locations to attend meetings or perform work;	
Be knowledgeable about and actively support: <ul style="list-style-type: none"> <li>•Culturally competent recovery-based practices,</li> <li>•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, and;</li> <li>•a trauma informed culture of safety to aid consumers in the recovery process</li> </ul>	
Performs other duties as assigned.	

### **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 Deputy Director.

### **Environment & Safety**

#### **Minimum Physical Requirements**

Ability to sit for extended periods of time

Ability to travel offsite for various meetings, activities, and events

Ability to use computer, telephone, copy machine and various office equipment.

### **Work Environment**

- Normal office environment
- Frequent in-state travel

To perform 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. The individual must be eligible to be bonded.

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Chief Information Officer

Date

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Deputy Director

Date