Job Title: Data Reporting Coordinator

Supervision Received: Chief Information Officer

Tier: C	**Salary Range:** $63,381 – $74,065
FLSA Exempt Status: Exempt	**Full Salary Range:** $63,381 (Step 0) – $91,912 (Step 8)
Last Updated: October 1, 2024	**Position Status:** Full-time

Job Summary
Under the direction of the Chief Information Officer, the Data Reporting Coordinator reviews, monitors, analyzes and resolves issues with all required submissions to Michigan Department of Health and Human Services (MDHHS) or other relevant entities including encounter data, performance indicators and critical events.

Essential Duties and Responsibilities
- Ensure timely and accurate data reporting to various agencies
- Compile data from multiple sources, generate reports, identify and correct errors or discrepancies
- Review and validate data against reporting submission criteria
- Carry out specified procedure(s) or routine(s) to ensure successful submission of data to external agencies
- Provide oversight and communicate with external agencies to discuss and clarify data submission requirements; ensure adjustments are made when notified of changes to reporting requirements or procedures
- Make decisions about which data meet reporting requirements; ensure data are included on correct report and document reasons for decision to include/exclude
- Evaluate and develop data reporting standards based on external guidance and regional collaboration
- Provide direction on data collection procedures to improve quality of data
- Ensure integrity and confidentiality of data captured in the electronic health record
- Provide end-users with data that facilitates the provision of the highest quality of service
- Coordinate with CMHSP reporting liaisons to ensure problems are resolved and concerns are addressed before compiling and submitting data
- Facilitate regional meetings to ensure information is disseminated, resources are available, and issues are resolved
- Verify source data is accurate and complete
- Clean data and manipulate formatting to meet reporting requirements
- Diagnose, analyze and resolve problems with systems and processes; determine and correct root causes
- Facilitation of process improvement activities and data optimization projects in collaboration with regional and state partners to ensure complete and accurate data
- Review reports received from external agencies; identify and correct errors or discrepancies in data
- Meet with staff or providers to review and interpret data and reports
- Monitor data entry, assess training needs to improve reporting process; design and deliver training to staff and providers
- Engage in constant learning and keep up-to-date on computer systems and applications, and data collection, data analysis and submission techniques
- Prioritize requests to ensure deadlines are met and requests are completed in a timely and efficient manner

- Provide customer service to staff, providers, vendors, consumers and various agencies
- Establish and maintain effective working relationships with staff, providers and state entity contacts

Supervisory Responsibilities
- This position does not supervise other employees

Other Duties and Responsibilities
- Special projects, as assigned
- General office work (copying, faxing, scanning, etc.)
- Other duties as requested, directed or assigned

Education and Experience Requirements
- Bachelor's degree in information technology, Computer Science, Public Administration, Social Work, Public Health; or a similar related field of study
- Minimum 3 years of related experience; experience in a public agency.
- Or an equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities as determined by the CMHPSM.

Competencies Required
- Knowledge of information management principles and application
- Knowledge of computer systems, applications and techniques for data collection and submission
- Knowledge of reporting requirements, e.g. as defined by MDHHS through the Behavioral Health Code Chart and BH-TEDS file specifications.
- Knowledge of applicable laws and regulations and ability to interpret and disseminate information
- Knowledge and experience utilizing a electronic health record and familiarity with service encounter information held within electronic health records
- Knowledge of Michigan public behavioral health system
- Ability to follow prescribed set of steps
- Ability to organize, prioritize and plan work activities and projects to meet deadlines
- Ability to effectively work on many different projects at one time, while adapting to changing needs of organization
- Must be proficient in Microsoft Outlook, Excel, Word, and PowerPoint
- Skill in evaluating information to determine compliance with standards
- Ability to understand implications of new information for current and future decision-making
- Ability to identify, analyze and solve complex problems
- Skill in working with large amounts of data or information, interpreting records, identifying trends, detecting errors and preparing reports
- Ability to make timely decisions using sound and accurate judgment
- Ability to express ideas effectively orally and in writing
- Ability to maintain composure and display tact and professionalism in all interactions
- Ability to build and maintain effective working relationships with others
- Skill in consulting with others when planning, making decisions and improving processes
- Ability to work independently and collaborate as part of a team
- Ability to adapt quickly to changing demands
- Attention to quality and detail
- Ability to understand business implications of decisions
- Ability to think strategically, identify threats and opportunities and plan for future needs
- Knowledge of the principles and application of project management and change management

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Special Position Requirements

This position requires possession of a valid Michigan driver's license or method of transportation to travel within the CMHPSM region and to meetings outside of the region when requested.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description has been approved by the Chief Executive Officer:

Name _____

Signature_____   Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name _____

Signature_____   Date _____

2024 Benefits Overview

Employer-paid benefits start on day one of employment for employees and dependents*:

- $0 in Employee Medical, Dental or Vision co-premiums from 2014-2024
- Two Medical Insurance Plan Options:
  1. Blue Cross Blue Shield PPO High Deductible Plan
  2. Blue Care Network HMO
- EyeMed Vision Insurance
- Delta Dental Insurance
- Health Equity Health Savings Account Available to BCBS PPO High Deductible Plan Participants
- Employer Paid HSA Contributions Per Annual Budget (when Board approved)

Employer-paid benefits for employees*:

- Employer Paid Life Insurance 2X base salary, up to a maximum of $200,000
- Employer Paid Short and Long-Term Disability Insurance
  1. Short-Term Disability – 66.67% of employee's weekly earnings up to $1,250.
  2. Long-Term Disability – 66.67% of employee's monthly earnings up to $7,500.

Low-Cost Municipal Employee Retirement System (MERS) Defined Contribution Plan*:

- 100% employer match to Employer 403b up to 8% of employee salary based on Employee 457 contributions
- Roth 457 and/or tax deferred 457 contributions available to Employees
- 100% vesting on day one for both 403b and 457 retirement accounts

Pay Structure*:

- Bi-weekly pay schedule (26 pays per year)
- Starting wage step level determined by experience and qualifications
- Performance based annual salary step increases average +4.62% until max step level reached.
- Cost of Living Tier Adjustments Schedule Determined by Regional Board (+2% 4/2021, +2% 10/2021, +6% 10/2022, & +6% 10/2023)

Work/Life Balance*:

- Generous annual paid time off (PTO):
  18 days (0-2 years of employment)
  21 days (3-5 years of employment)
  24 days (6-7 years of employment)
  27 days (8-9 years of employment)
  30 days (10 + years of employment)
- 10 Regular and 4 Float Holidays
- Hybrid remote work environment for many positions
- No Cost Employee Assistance Program

Voluntary Benefit Options Available at Employee Expense:

- Voluntary life Insurance
- Accident Insurance
- Critical Illness Insurance
- Hospital Indemnity
- ID Protection
- Legal Services Coverage
- Pet Insurance

*All employee benefits are subject to modification per legal or Board determination.