

POSITION DESCRIPTION

Data Quality Manager



Reporting directly to the Part B Director, the Data Quality Manager supervises Epidemiologists, CQM Clinical Supervisor, CQM specialists, two (2) Data Specialists, and IT Specialists. This position is not available for telework and requires full-time in-office work at a MSDH facility.

JOB SUMMARY

The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Data Quality Manager for the Mississippi Ryan White Technical Support program. The Data Quality Manager of the Ryan White Part B HIV/AIDS Program is responsible for overseeing the management of the CAREWare system, ensuring the integrity, accuracy, and quality of data, and preparing various reports to evaluate the impact of Ryan White Program. The Data Quality Manager designs and maintains methods and procedures, in conjunction with program staff, for staff and subrecipients to use for collecting, receiving, analyzing, and submitting client-level and aggregate data. This position is also responsible for ensuring compliance with established policies, procedures, and all mandated federal, state, and local laws and regulations and assist in continuous quality improvement initiatives (CQI) to optimize program outcomes for People Living With HIV (PLWH).

Salary Range (Dependent on Experience and Education): \$55k - \$60k

DUTIES

Compliance and Quality Improvement: 40%

- Develop and implement the statewide clinical quality management program (CQM)
- Work with subrecipients to provide technical assistance in developing their CQM programs
- Oversee the collection and supervision of quarterly Statewide Performance Measure reports and collaborate with Quality Management Team on an ongoing basis to develop, improve and, update Performance Measures
- Oversee the AIDS Drug Assistance Program (ADAP) Quarterly Report Cards for submission to the ADAP Enrollment sites
- Oversee the ADAP Data Report (ADR) and submits to HRSA via the Electronic Handbook prior to the required due date
- Ensure compliance with established policies, procedures, and all mandated federal, state, and local laws and regulations related to the Ryan White program
- Develop policies and procedures for MSDH Ryan White Program, including a data breach policy, and navigate the approval process

Data Quality and System Management: 20%

- Manage CAREWare system to ensure accurate data collection and reporting
- Review and analyze data
- Ensure the integrity and accuracy of data within the CAREWare system, crucial for evaluating program impact and reporting to HRSA
- Review and reconcile data queries for consistency, correction, and back up data files as necessary
- Develop and implement a data management plan for ongoing data quality improvement
- Provide technical assistance to program staff and service providers on CAREWare system where the need is requested
- Develop and implement training programs for new user and work with program staff to identify changes to existing data quality checks and new data quality checks that are needed.
- Test or coordinates test of updated procedures
- Monitor the quality of data and provide feedback to program staff for updates to data collection and input procedures.
- Analyze data query results to determine data quality and make program recommendations

Staff Training and Supervision: 25%

- Serves as a supervisory liaison on behalf of the Part B Director to a team of quality management professionals overseeing their day-to-day operations in developing and implementing data and IT solutions
- Provides recommendations to the Part B Director on staff development needs
- Supervises the collection, analysis, interpretation of data and preparation of reports
- Assess training needs of staff and develops training solutions or recommendations

Communication and Support: 15%

- Collaborate with internal team members to assess utilization data for Ryan White Program sub-recipients, ensuring comprehensive reporting.
- Participate in stakeholder meetings and provide guidance on regulations impacting service delivery for People Living With HIV (PLWH)
- Coordinate with the MS Ryan White Part B Planning Council in developing the data elements of the annual needs assessment

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Qualification:

- Bachelor's degree in a related field such as computer science, data science, information systems, epidemiology, health informatics, public health, healthcare administration, business administration, and five (5) years of work experience with database systems
- Proficient in advanced use of Microsoft Office applications including Word, Excel, Power Point
- Experience in collaboration with interdisciplinary healthcare teams

Preferred Qualification:

- Master's degree in public health or closely related field
- Bachelor's Degree and seven (7) years of IT experience in health care data management systems, specifically HIV care, including data analysis, data management, establishing/monitoring data protocols, and federal reporting requirements.
- Experience with CAREWare and EMR database
- Experience providing data system training and technical assistance.
- Knowledge of HIV disease, prevention, and treatment

What you'll need to be Successful:

- Excellent communication (i.e., verbal, written), and time management skills
- Ability to work independently and function as a team player,
- Ability to prioritize and meet deadlines
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
 - Provider: BlueCross & BlueShield of MS
 - Waiting Period: Date of Hire
 - Cost: \$80 for employee ONLY
- Dental Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire

- Employer pays 50% of the employee ONLY cost
- Vision Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Premiums are voluntary selections
- Life Insurance:
 - Provider: Bluebonnet Life Insurance Co.
 - Face Amount: \$20,000
 - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
 - Provider: CIGNA
 - Waiting Period: Date of Hire
 - Employer pays 100% of the employee ONLY cost
- PTO:
 - Sick and vacation are combined

Additional Perks:

- Professional Development
- Volunteer Opportunities

How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.