

## Proposed Administrative Positions

Program/Division	Position	Oversees/Supports	Job Description
1 Administration	1.0 FTE Senior Mental Health Program Specialist	Managed Care, Compliance & Quality Assurance	To manage compliance, managed care, and quality assurance for the Mental Health Department. The MHD Compliance Program has received increased responsibility for assuring that the department meet its obligations for adhering to federal and state standards on compliance. Over the years, we have experienced the necessity to implement more frequent special audits and reviews for our county and contract programs. There is also a need to establish a coordinator to interpret our managed care responsibilities and monitor implementation. In addition, the Compliance Program will be held responsible for initiating regularly scheduled Quality Assurance audits for our all county and contract programs.
2 Administration	1.0 FTE Mental Health Office Supervisor	Supervision & Management of Clerical at County Programs	MHOS's are needed at each of our programs and clinics to oversee and provide registration support, supervise clerical, and maintain business office to assure increased revenue and minimize disallowances. With the increase of FQ clinics, AB109, and Evans Lane programs, our clerical operation has not kept up with the expanding need for administrative support. Increasing MHOS's will provide the necessary maintenance for these programs. FQ Clinics also have additional responsibility to MHOS Group, ie, added Registration System, Charge Ticket Billing Process/Tracking, New Scheduling System (EWS), Scanning and Quality Control for all documents scanned, TIC Guidelines, etc.
3 Administration	1.0 FTE Mental Health Office Supervisor	Supervision & Management of Clerical at County Programs	MHOS's are needed at each of our programs and clinics to oversee and provide registration support, supervise clerical, and maintain business office to assure increased revenue and minimize disallowances. With the increase of FQ clinics, AB109, and Evans Lane programs, our clerical operation has not kept up with the expanding need for administrative support. Increasing MHOS's will provide the necessary maintenance for these programs. FQ Clinics also have additional responsibility to MHOS Group, ie, added Registration System, Charge Ticket Billing Process/Tracking, New Scheduling System (EWS), Scanning and Quality Control for all documents scanned, TIC Guidelines, etc.
4 Adult & Older Adult	1.0 FTE Senior Mental Health Program Specialist	Contract Development & Rebidding	Position in this class works independently, receiving direction as to the goals of the organization from the Adult/Older Adult Division Director that requires analysis and solutions of County-Wide issues related to needs assessments, program planning and evaluation. Provides leadership to program staff that monitor contracts in the Adult & Older Adult Division. Must be knowledgeable of County Requests For Proposal (RFP) and Contracting processes. Coordinates the publication of the County Mental Health Plans; coordinates and jointly develops health services programs and budgets with administrative staff; formulates quantitative and qualitative methodologies for assessing the operations of treatment programs and services; assists in defining program objectives, goals, and target groups; plans, organizes and directs periodic in-depth program evaluations; advises Division Director and other staff on defining, designing developing and evaluating program services and projects; analyzes computer produced reports and other management information sources related to department-wide planning; reviews, interprets and makes recommendations regarding proposed legislation and its effects on health programs; represents the department in contract negotiations and prepares contracts for legal and legislative approval; coordinates contractual agreements with public and private agencies for provision of services; Evaluates and recommends on the advisability of and justification for grant or contract requests; conducts complex studies pertaining to Division policies, procedures, organizational structure, staffing, training, equipment and space requirements relative to the attainment of short and long range program objectives. Must be able to research and stay current with regulatory, legislative and industrial changes to determine if any amendments are required to contracts; and if so, the modifications need to be completed within the required timeframes.

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5	Adult & Older Adult	1.0 FTE Health Care Program Manager II	ABI09/117 Re-Entry Program	<p>The manager will monitor the activities of the Mental Health Re-entry staff to ensure that comprehensive assessments are executed that include all aspects of an individual's profile (behavioral health, physical health, and living conditions) which are similar to psycho-social assessments that mental health staff utilize. Must be able to work collaboratively with other departments by establishing the roles and responsibilities of each group to ensure all re-entry referrals are processed, clients are assessed, plans are developed and implemented. Must be able to attain legal consultation to declare the team a multi-disciplinary team and is legally able to share information needed to ensure optimal care and coordination of services. Must be able to design, develop, and execute an evaluation plan that maintains thorough records and documents and reports the outcomes that resulted from this pilot project that includes: a summary of the pilot project's activities, recommendations to improve the ongoing structure, outlines the project's limitations, processes and resources needed for this population to achieve the maximum benefits when transitioning to the community as a result of ABI07-119.</p>
6	Adult & Older Adult	1.0 FTE Mental Health Program Specialist	Older Adult Contract	<p>Must have knowledge of the current older adult system of care and have the ability to design, develop, and implement strategies to improve the delivery of mental health services to Santa Clara County seniors. MHPS II will monitor existing Older Adults contracts and Re-Bidding Request for Proposals (RFP) to ensure that all contractual obligations are met. Will review, interpret and make recommendations based on proposed legislation and its effect on Older Adult Mental Health Programs. Will assist with the implementation of the Older Adult Summit three year work plan. Will maintain on-going communication with selected senior advisory groups, committees and planning agencies to facilitate service delivery to Older Adult clients.</p>
8	Family & Children	1.0 FTE Senior Mental Health Program Specialist	F&C County Clinics	<p>This Sr. MHPS will have responsibility and oversight of 4 County operated mental health clinics/programs for children, adolescents, young adults and their families. These clinics include Kidscope Assessment Center for Developmental &amp; Behavioral Health, Las Pumas Mental Health Clinic, Sunnyvale Family &amp; Children's Mental Health, and Juvenile Hall Mental Health. This Sr. MHPS will also have oversight and responsibility of the newly developed Juvenile Competency Restoration Program in Santa Clara County as well as assume supervision of the Hospital Liaison who provides consultation, linkage and referral for children and youth leaving inpatient hospitals. In addition, this position will assume responsibility for developing scopes of work and Requests for Proposals (RFP) for all F&amp;C contracts that will be re-bid over the next 3 years.</p>
9	Family & Children	1.0 FTE Senior Mental Health Program Specialist	School Linked Services	<p>This Sr. MHPS will have responsibility, oversight, and assume a leadership role in the implementation of the new School-Linked Services Program in Santa Clara County. In January 2012, the Santa Clara County Board of Supervisors approved the School-Linked Services Strategic Plan that will provide services and supports to students and their families through an ecological approach with schools as the "hub" in communities. In July 2012, School-Linked Services will begin implementation in 10 school districts and 53 schools throughout Santa Clara County.</p>
9	Family & Children	1.0 FTE Health Care Program Analyst	F&C Data Analysis	<p>This HCPA will provide analytical and data support to the Family &amp; Children's Division. Responsibilities include data analysis and interpretation of data, will assist in the implementation of program enhancements and service improvements, will analyze and interpret existing, new and proposed legislation for cost and program impacts, and will prepare and present a variety of budgetary, informational and statistical reports in order to inform program and systems decision-making.</p>

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10	Learning Partnership	1.0 FTE Mental Health Program Specialist I/II	F&C Clinical Supervisor/Licensed Clinical Supervisors	<p><i>Cultural Competency Clinical Standards Coordination (CCCSC): Recognizing the diversity of the system and understanding that cultural competency does not always get infused into a system at the level it should be. This proposal will merge cultural competency and performance improvement to continue to move our changing system toward our transformation goals. It incorporates philosophies identified in our MHSA plan and operationalized in the System Redesigns which are wellness and recovery, oriented and seek to enhance the ability of the system to be client centered. By exploiting techniques currently being utilized that drive improvement initiatives the Cultural Competency Clinical Standard Coordinators will be responsible for the development of culturally appropriate clinical services which seek to address issues identified in the cultural competency plan and improve system performance by providing structured clinical supervision. The role of CCCSC is to aid the infusion of cultural competency into the system, develop clinical standards, support updates to the CCP, monitor fidelity to CCP, support a workgroup of clinical managers, monitor clinical practice, address issues of poor clinical practice, intergrate wellness and recovery philosophies and promote good client outcomes.</i></p>
11	Learning Partnership	1.0 FTE Mental Health Program Specialist I/II	Adult/OA Clinical Supervisor/Licensed Clinical Supervisors	<p><i>Cultural Competency Clinical Standards Coordination (CCCSC): Recognizing the diversity of the system and understanding that cultural competency does not always get infused into a system at the level it should be. This proposal will merge cultural competency and performance improvement to continue to move our changing system toward our transformation goals. It incorporates philosophies identified in our MHSA plan and operationalized in the System Redesigns which are wellness and recovery, oriented and seek to enhance the ability of the system to be client centered. By exploiting techniques currently being utilized that drive improvement initiatives the Cultural Competency Clinical Standard Coordinators will be responsible for the development of culturally appropriate clinical services which seek to address issues identified in the cultural competency plan and improve system performance by providing structured clinical supervision. The role of CCCSC is to aid the infusion of cultural competency into the system, develop clinical standards, support updates to the CCP, monitor fidelity to CCP, support a workgroup of clinical managers, monitor clinical practice, address issues of poor clinical practice, intergrate wellness and recovery philosophies and promote good client outcomes.</i></p>
12	Integrated Behavioral Health	1.0 FTE Senior Mental Health Program Specialist	Primary Care Behavioral Health	<p><i>This position will provide direct support, oversight, and leadership to the three FQHC Health Care Program Managers at the East Valley, Sunnyvale, Gilroy, Milpitas, Alexian, Downtown, and Narvaez clinic sites. This position will report directly to the Division Director and will provide support to the Division Director to ensure the staff at all FQHC clinics are in compliance with all HHS P &amp; P's, meet Joint Commission requirements, assist with questions and answers for day to day operations at the FQHC clinics, and will represent the Division Director when needed at mtg.'s. They will interface with Clinic Managers at the FQHC sites as well and attend required mtg. 's.</i></p>
13	Integrated Behavioral Health	1.0 FTE Health Care Program Manager II	CWBC/MHSAC	<p><i>This position will be located at Central Wellness and Benefits Center (CWBC) and provide direct supervision of all clinical staff at Central Wellness and Benefits Center. This staff position will report to the Senior MH Program Specialist in the Cross Systems Division. This staff position will manage day to day operations, work closely with the clinical staff, Rehabilitation Counselors, Community Workers, Peer Specialists, the Medical Director and Psychiatrists assigned to this clinic, and work closely with the Mental Health Office Supervisor. It is expected that this staff position will work closely with the two assigned SSA Advocates assigned to CWBC. This staff position will be expected to have direct knowledge concerning benefits, i.e., UMDAP, APD, Valley Care II, Medi-Cal, and Medicare, SSI, SSDI, application requirements for various benefits, etc.</i></p>

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14	Integrated Behavioral Health	1.0 FTE Health Care Program Manager II	Sunnyvale FQHC	<p>This position will be located at Sunnyvale FQHC and provide direct supervision of all clinical staff at Sunnyvale FQHC. This staff position will report to the Senior MH Program Specialist in the Division of Integrated Behavioral Care. This staff position will manage day to day operations, work closely with the clinical staff, Rehabilitation Counselors, Peer Specialists, work closely with the Medical Director and Psychiatrists assigned to this clinic, and work closely with the Mental Health Office Supervisor. It is expected that this staff position will work closely with the Clinic Manager at the Sunnyvale FQHC site which includes all Primary Care staff. This staff position will ensure that all clinic staff meet all joint commission requirements and comply with all HHS P &amp; P's. They will ensure that all LCSW/clinical staff maintain their licenses as per the Board of Behavioral Science, complete annual staff appraisals, maintain personnel files (red and blue) per direction of HHS.</p>
15	General Fund Finance	1.0 FTE Health Care Financial Manager	Dedicated financial leader for MH Finance	