

Justification to increase position from .5 to 1.0

This position will primarily support two teams, Integrated Care Team and Complex Care located at the Courtney Clinic. Both teams provide integrated care services and participate in integrated care coordination with medical clinics. The two teams combined includes 24 clinicians (Peer Support, QMHA's and QMHP's), and two supervisors. In addition, this position will be assigned tasks that cross over multiple behavioral health teams on an as needed basis.

List of assignments:

Preparing, coordinating and tracking multiple Mosaic Medical consultations for the Integrated Care Team and Complex Care Team.

- Receive updated report from IT with mutual clients of Deschutes County Behavioral Health/Mosaic
- Review and sort data to email mutual client information to Deschutes County Behavioral Health clinicians & determine if they need to staff mutual client or if client was staffed previously follow-up on any issues
- Created and sent out workflow to Deschutes County Clinicians so they know how to contact outside providers from Mosaic through EPIC
- Create spreadsheet to include clients that need to be discussed
- Send spreadsheet in ENCRYPT email to Operations Manager at Mosaic and ask what clients on the list do their providers want to staff
- Add response from Mosaic to spreadsheet
- Send email to Operations Manager at Mosaic and Deschutes County Behavioral Health staff and let them know who is being staffed and includes Zoom link and reminder of the day/time of the meeting
- During meeting track updates
- After meeting send spreadsheet to Deschutes County Behavioral Health staff and ask them to make a note in Epic regarding the clients they staffed
- Follow up the week before the next meeting on clients that required action, if clinician did not follow up on action item, staff with clinical supervisor or add to spreadsheet for next meeting.

Assigning Promoting Integration of Primary and Behavioral Health Care (PIPBHC) National Outcome Metric Systems (NOMS) to Case Managers and Peers.

- Create welcome binders/packet that reviews workflows and information on how to conduct survey
- Meet with each new Case Manager or Peer Support Specialist to orient them to the surveys and requirements of the grant
- Train and provide specific instruction to Peer Support Specialists and Case Managers on how to fill out the National Outcome Metric Systems surveys
- Assign all baseline/reassessments to clinicians – created spreadsheet for each clinician for easier tracking.
- Follow up with clinician/supervisor if survey is not completed in a timely manner
 - Track on spreadsheet when Case Managers & Peer Support Specialist completed survey and when Research Corporation enters data.
 - Update spreadsheet with new reassessment date.

Generate caseload reports & open encounters report for primary therapist.

- Export reports from Power BI to an excel spreadsheet
- Format spreadsheet
- Email and/or print for each primary therapist
- Save spreadsheet on the Shared Drive

Purchase Card Owner

- Responsible for understanding and complying with purchase card policy and procedure.
- Responsible for charging allowable purchase and assigning correct Munis Codes for transaction.
- Track all receipts and purchases to reconcile bank statements at the end of the billing cycle.
- Follow-up with the Fiscal Team and clinical supervisor/program manager on any errors or questions regarding Munis codes

All other assigned tasks:

- Register clinicians for trainings – including booking hotel, scheduling car, following Deschutes County Behavioral Health protocols.
- Templates – create clinicians schedule in Epic (electronic health record) including creating groups
- Meet with new staff to review Outlook, schedule recurring meetings
- Coordinate with clients/staff to get client emails recorded in the electronic health record to assist with sending out Zoom invites
- Manage the Adult Outpatient Team folder in the shared drive which includes what information is stored and update folders with current information
- Orient new staff to printers, shared drive, and troubleshoot any issues to reduce clinician's time being spent on admin tasks.
- Available to accept new tasks from the Administrative Supervisor, which are generated through email from the Behavioral Health Supervisors and Managers