Mississippi Department of Mental Health

Supporting a Better Tomorrow...One Person at a Time

Request for Applications

Data Analyst

Contact: Toni Johnson
MS Department of Mental Health
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Jackson, MS 39201
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Date: November 3, 2021

Introduction

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, substance use disorders and/or intellectual/developmental disabilities. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow….one person at a time.

The Data Analyst will be hired, supervised, and managed by the Bureau of Behavioral Health Services' Division of Alcohol & Drug Addiction Services. The incumbent will work very closely with the Division of Information Systems and provide coordinated programmatic and data analytic assistance.

Deadlines/Timelines

Contract Worker RFA Issue Date	November 3, 2021
Resume Submission Deadline	November 17, 2021 @ 4:00 PM CST
Interview Dates	December 1-3, 2021
Selection Completed	December 10, 2021

Submissions/How to Apply

To apply for this position, please submit the attached application and your resume to Toni Johnson via email at Toni.Johnson@dmh.ms.gov by 4:00 P.M. CST on November 17, 2021. You may also submit these documents via U.S. mail or hand delivery to the Mississippi Department of Mental Health, 239 North Lamar Street, 1101 Robert E. Lee Building, Jackson, MS 39201. Resumes received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email, and phone number).

Scope of Work

- Create and maintain Statewide data files for the Certified Providers who submit data to the DMH Central Office.
- Develop, monitor, and work with DMH resources on data submissions.
- Collaborate with the DMH's Bureau of Behavioral Health Services, Bureau of Administration – Division of Information Systems, as well as Certified Provider agency heads to understand claims reporting requirements and to meet grant reporting and annual reporting requirements.

- Work with Certified Provider's technical resource on the data extracted from their electronic health records system.
- Work with Certified Provider's newly hired Data Analysts and provide TA, training, routine in-services, and support.
- Identify and resolve problems with required data fields.
- (EIP) Test, correct, monitor, and update file layouts when changes are made to the CDR.
- Monitor and support the submission of client claims data for fees for services
- Monitor and manage the contracts and grants in the WITS system
- Develop trainings, when needed, for DMH Central Office Staff and Providers on WITS claim submissions, billing, and data warehouse.
- Work with DMH and other users to learn useful tips on WITS including training, documentation, and support as necessary.
- Implement automation to improve the programmatic teams' monthly review and auditing processes.
- Customize reporting and dashboards for the Bureau of Behavioral Health Services.
- Provide reports and training, as needed, to the Bureau of Behavioral Health Services.

Minimum Qualifications

Education:

A Bachelor's Degree from an accredited four (4) year college or university in Computer Science, Data Processing, Business Information Systems, or a related field; **AND**

Experience:

Two (2) years of directly related experience.

Additional Requirements

Prior experience with electronic health records is a plus

Prior experience with formatted data and data submissions
Prior experience with Behavioral Health data and services is a plus

Compensation and Hours Worked
The agency agrees that total contract compensation shall be paid a fee not to exceed $60,000.00. The hourly wage shall not exceed 40.00 per hour with up to an average of 32 hours scheduled to work per week in accordance with the terms of this Contract. Amount is payable on a biweekly delayed payment schedule after completion of services and submission of the DMH required timesheet. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Selection Process
The hiring department representative will review all applications and resumes which contain the required information and are submitted within the stated timeline.   The hiring department representative will select the most qualified candidates for the interview based on the required educational experience and work experience. Interviews may be conducted via telephone or web-based program. After the interviews have been completed, the representative will select the top candidate for employment.

Evaluation Criteria
The following evaluation criteria will be utilized (100-point scale):

- Required educational experience – up to 40 points
- Required work experience – up to 40 points
- Ability to perform stated examples of work based on interview – up to 20 points

Contract Dates
The start date for this contract worker is December 13, 2021. The end date is June 30, 2022. The contract may be renewed each fiscal year through June 30, 2024, if the grant funded is available.

Questions/Request for Clarification
All questions and requests for clarification must be submitted via email to
Toni.Johnson@dmh.ms.gov.

The DMH will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

Equal Opportunity Statement
DMH will select the candidate for these services without regard to political affiliation, race, color, disability, genetic information, religion, national origin, sex, religious creed, age, or disability.