

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Behavioral Health Standards Surveyor

SERIES NUMBER:

6579

MAJOR AGENCIES:

Mental Health & Addiction Services

EFFECTIVE:

07/27/2014

SERIES PURPOSE:

The purpose of the behavioral health standards surveyor occupation is to survey & evaluate community mental health &/or alcohol, drug & other addiction providers & residential facilities by performing reviews of certification & licensure applications & documentation & conducting on-site surveys to evaluate compliance with applicable licensure & certification regulations & standards.

Incumbents review & evaluate licensure or certificate application documentation & perform on-site surveys of mental health &/or alcohol, drug & other addiction providers & residential facilities to ensure compliance.

This series does not include surveyors who work in the Department of Health (see Health Care Facilities Surveyor, 6577) or surveyors who work for Department of Job & Family Services (see ODJFS Licensing/Certification Specialist, 6574).

JOB TITLE

Behavioral Health Standards Surveyor

JOB CODE

65791

PAY GRADE

12

EFFECTIVE

07/27/2014

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of behavioral health licensure, certification & compliance activity & human services in order to evaluate community mental health &/or alcohol, drug & other addiction providers & residential facilities for compliance with applicable licensure & certification regulations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Behavioral Health Standards Surveyor	65791	11	07/27/2014	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Evaluates community mental health &/or alcohol, drug & other addiction providers & residential facilities for compliance with applicable licensure & certification regulations (e.g., reviews written licensure or certificate application & supporting documentation for completeness, consistency & compliance with rules & regulations), conducts on-site surveys to evaluate compliance with rules & regulations, identifies specific areas of non-compliance & recommends corrective action, monitors progress of corrective action plans by reviewing documentation &/or conducting follow-up surveys, follows up on or investigates incident reports & complaints, provides technical assistance or recommends appropriate technical assistance or consultation for nature & degree of non-compliance, recommends issuance, denial or revocation of certificates or licenses.

Prepares reports (e.g., licensure & certification tracking log detailing all activities during the licensures/certification process; written findings letter detailing deficiencies; travel expense reports); prepares licensure/certification survey packets for each team member to include survey task sheet, interview information forms, focus review forms & clinical records check list; completes unannounced or validation surveys as directed.

Participates in training sessions & other meetings to ensure consistent rules interpretation; assists in developing survey & other licensure & certification tools & checklist; recommends rule revisions; identifies problems & issues pertaining to surveying & proposes solutions & develops specialized expertise in specific area of standards (e.g., alcohol, drug & other abuse; mental health; integrated care; residential care; abuse & incident reporting; medication & health care issues); participates in department meetings to coordinate individual provider/facility issues & actions; participates in periodic review & revision of improvements to department's clinical standards, policies & procedures including clinical documentation (e.g., assessments, treatment plans, progress notes); provides specialized expertise in areas of mental health, alcohol & drug, dual diagnoses treatments &/or residential standards or other specific area of regulation.

MAJOR WORKER CHARACTERISTICS

Knowledge of assigned human services field (e.g., social work, psychology, mental health, alcohol & drug prevention techniques); federal & state laws, rules & regulations governing delivery of mental health & alcohol, drug & other addiction services*; alcohol & drug addiction & mental health standards & practice or comparable field; federal & state laws, rules & regulations governing programming & environment for persons residing in or receiving services from mental health &/or residential or outpatient facilities; agency policy & procedures for behavioral health standards surveying*; inspection & investigation techniques pertinent to evaluating behavioral health standards compliance*; public relations; interviewing principles/techniques*. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with officials & general public; understand variety of technical material in manuals & verbal instructions; write routine business letters, evaluations & records following standard procedures; prepare & deliver speeches before specialized audiences & general public; develop good rapport with providers, facilities, residents &/or family members; establish cooperative relationship with community entities.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in human services area, mental health & developmental disabilities technology, social work or comparable field (e.g., child & family community services, alcohol & drug addiction, psychology, sociology, nursing); 24 mos. exp. in certification (e.g., review of written applications for compliance with rules & regulations) or 24 mos. exp. in mental health or alcohol & drug addiction practice; 12 mos. trg. or 12 mos. exp. in coordination or development of mental health &/or alcohol & drug treatment &/or prevention services; 12 mos. trg. or 12 mos. exp. in administration or operation of regulations &/or standards governing programming & environment in mental health, alcohol & drug treatment &/or prevention services or related facilities; 6 mos. trg. or 6 mos. exp. writing technical reports, providing consultation, technical assistance &/or training to groups concerning program development &/or interpretation & implementation of rules, standards, policies & guidelines for mental health or related issues; must be able to provide own transportation.

-Or 24 mos. exp. in delivery of health/human services; 24 mos. exp. in certification (e.g., review of written applications for compliance with rules & regulations) or 24 mos. exp. in mental health or alcohol & drug addiction practice; 12 mos. trg. or 12 mos. exp. in coordination or development of mental health &/or alcohol & drug treatment &/or prevention services; 12 mos. trg. or 12 mos. exp. in administration or operation of regulations &/or standards governing programming & environment in mental health, alcohol & drug treatment &/or prevention services or related facilities; 6 mos. trg. or 6 mos.

exp. writing technical reports, providing consultation, technical assistance &/or training to groups concerning program development &/or interpretation & implementation of rules, standards, policies & guidelines for mental health or related issues; must be able to provide own transportation.

-Or equivalent of Minimum Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Requires travel.