DUTY STATEMENT
DEPARTMENT OF STATE HOSPITAL - ATASCADERO
FORENSIC SERVICES

JOB CLASSIFICATION: STAFF SERVICES ANALYST

(PATIENT ADMISSION & DISCHARGE (PAD))

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under the supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) performs technical analytical staff services assignments such as preparing, maintaining, interpreting, and managing individual case records; perform interpretation, research, analysis, and application of State laws, court decisions, and administrative policies; calculate individual's release and discharge dates; and perform other related duties. Responsible for cross training and the ability to fully process all duties outlined in all SSA desk procedures. Must be able to read and interpret California Penal Codes; Welfare and Institution Codes; Case Law and Court Orders.

30% Final admission processing of commitment types: PC1370, PC1370.01, PC1370.1, PC1026, PC1610, PC2684, PC2962, PC2964, PC2972, PC2974, MDSO6316. Individuals may be dual, triple, etc., commitments. Verify and assemble legal/reserve record and assure that all required legal documents exist and that there are no discrepancies or irregularities. Input final patient admission information in Patient Reservation Tracking System (PaRTS) and verify data transfer to Admission Discharge Transfer mainframe (ADT). Print patient Face sheets, patient search screen, patient legal class face sheet and hold/notification report if necessary and code for distribution in the Legal and Clinical charts. **Define, interpret, and take action on legal documents and court orders. Analyze legal documentation and recognize and correct discrepancies and irregularities. Learn, understand, retain and recall a broad range of highly technical data and apply it to individual cases.**

30% Work directly with transportation agencies and Forensic Legal Desks scheduling discharges and court leaves accordingly. Work directly with the Forensics Legal Desk on scheduling PC2685 discharges according to the Memorandum of Understanding and Joint Policies. Analyze, interpret, review and verify Transportation Orders for accuracy and appropriateness for discharge or transport to court or return to jail. Fully complete Notification of Releases for each discharge, track and monitor pending discharges on your workload

daily for any updates and changes. Follow up with the Forensics Legal desk and/or transportation for updates if any delays. Ensure all appropriate data is entered into Patient Reservation Tracking System (PaRTS) for each discharge and temporary leave. Verify transfer of information entered in Patient Reservation Tracking System (PaRTS) transfers into Admission Discharge Transfer mainframe (ADT) correctly. On occasion input accurately patient bed moves in Patient Reservation Tracking System (PaRTS).

20% Complete a maximum commitment computation for PC1026, PC1370, PC1370.01 and PC1370.1. Draft memos to various Superior Courts notifying them of current progress report due dates and/or discrepancies or changes needed to current commitment orders regarding individuals sentencing. **Make arithmetical computations to determine maximum commitment date applying applicable custody credits and enhancements according to the Penal Code**.

10% Organize and file admission paperwork. Maintain contact lists for DSH and outside agencies. **Communicate in English at a level required for successful job performance.** Relay and/or receive information as required from Department of Corrections and Rehabilitation, State Parole, State, Federal and County agencies regarding sentencing and parole laws. Provide feedback to Forensic Services Management regarding: Pertinent Administrative standards; Interpretation and application of laws and standards related to individuals Admission, sentencing, parole and releases.

10% Attend Patient Admissions & Discharge (PAD) section meetings. Accept responsibility of changes in procedures for both the department and the facility. Provide training of new employees as needed within PAD and cross-training of selected staff within the department. Perform all duties observing and adhering to the Forensic Services area specific safety plan and hospital policies. Process document and chart filing in a timely manner.

2. SUPERVISION RECEIVED

Staff Services Manager I

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

ABILITY TO:
Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team conference leader; and appear before legislative and other committees.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Ability to read and interpret California Penal Codes; Welfare and Institution Codes; Case Law and Court Orders.
- Provide consultation, recommendation and technical advice on complex forensic issues.
- Serve as liaison for all State Hospitals, DSH, CDCR, Courts on complex admission and discharge processes.

TECHNICAL PROFICIENCY (SITE SPECIFIC) –

- Query Databases and Report writing. Analyze data, trends and situations. Ability to reason logically and develop solutions.
- Understand and apply hospital policies and procedures, through Policy Management participation, to ensure compliance with Forensic Services

policy practice and procedure.

- Able to use a Personal Computer with Windows operating system. Use of computerized databases (e.g., Access, Excel, power point, etc.)
- Ability to write clear, accurate, professional administrative reports.

6. LICENSE OR CERTIFICATION – N/A

7. TRAINING – Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
Reviewing Supervisor Signature	Print Name	Date