

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

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	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Department of State Hospitals - Patton			
Position No / Agency-Unit-Class-Serial 502-480-5393-XXX	Unit Enhancement Services Department			
Class Title Analyst II – My Activity Plan and Participation (MAPP) Specialist	Location DSH-Patton			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential	Other
Under the direction of the Program Assistant of Enhancement Services (ES) Structured Treatment Program (STP), the Analyst II MAPP Specialist will work with other disciplines as part of the My Activity Plan and Participation (MAPP) team to assist with facilitation of treatment roster scheduling, data collection and input, maintenance of course catalogues, and analysis and report creation of treatment data trends. Additionally, the Analyst II MAPP Specialist will perform the more responsible, varied, and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
40%	<u>Data Analysis, Collection, Entry and Monitoring</u> • Conduct and/or review analytical studies and surveys of continuous ES STP data trends and quality improvement data. • Perform program evaluation of STP data for Psychiatry, Psychology, Medical, Nursing, Nutrition Services, Rehabilitation Therapy and Social Work, as relevant. • Analyze and prepare comprehensive reports containing an analysis of monitoring data to ES Program Management Team (Program Director, Program Assistant-STP, Program Assistant-Education) • Analyze, identify potential impact and make recommendations on improving forms and other data gathering methodologies. • Proficiency in utilizing Microsoft word and databases to develop, integrate, and maintain comprehensive statistical and aggregate data reports. • Perform analytical duties relating to structured, standard, routine and/or recurring analytical tasks within Enhancement Services including but not limited to the areas of structured treatment programming within ES, treatment, and therapy scheduling, staffing coverage for group sessions, etc. • Performs and analyzes duties related to Visiting Coordinator for both tele-visits and in-person visits; interfaces with outside patient visitors, as well as treatment teams. • Analyze, identify potential impact and make recommendations on proposed regulations and legislation and apply procedures to specific situations related to patient treatment programs and outcome. • Performs and analyzes clinical performance improvement process by gathering, inputting, tabulating, and analyzing data from various sub-departments within			



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	Enhancement Services, including but not limited to designing patient surveys on STP groups and ES services and interpreting the results. - Plans, implement and conduct work within a framework established by the supervisor. - Plans, implements and conducts training to other staff on a variety of topics related to the operations within Enhancement Services. - Analyze, identify potential impact and make recommendations on data-gathering methodologies as part of the Enhancement Services department performance improvement effort.
40%	<u>STP MAPP Site Specific Tasks</u> - Utilizes computer skills including Excel, Outlook, Word, and Wellness and Recovery Model Support System (WaRMSS) functions such as My Activity Plan and Participation (MaPP), Course Outlines, and Report Manager to schedule, update, and maintain structured treatment programming. - Create and update a treatment course catalogue/operating schedule. - Assist with facilitation of lesson plan and curriculum updates. - Assist in data monitoring of performance improvement systems by gathering and tabulating audits from various programs. - Enter data and provide consultation with other staff who will perform data entry. - Generates reports on Structured Treatment Activities and interprets and analyzes data as requested for the purpose of monitoring structured treatment for programs, administration, and DSH-Sacramento. - Prepares Structured Treatment Program statistic reports, including but not limited to weekly Missing Rosters Report, Scheduled. Provided. Attended. Cancelled. Average. (S.P.A.C.A.) Report, Discipline/Program Treatment Provider Hours/Sessions Report, Activity Treatment Patient Record (ATPR), other needed reports for STP monitoring and assessment, including regular Governing Body Report data, etc. - Ensure DSH-Patton is in compliance with applicable hospital, local, state, and federal mandates, and Joint Commission requirements. Develop written policies and procedures to enhance safety within the Hospital and on its grounds. - Manage, monitor and track reporting procedures used to develop reports. - Maintain liaison with various committees and departments. - Represent the facility in interactions with federal, state, and county licensing agencies and external regulatory agencies, including Department of Health Services, California Occupational Safety and Health Administration (CalOSHA), and Joint Commission (JC) in accordance with federal, state, and local laws, policies and procedures.
20%	<u>Communication, Coverage & Departmental Responsibilities</u> - Maintains effective communication with both internal and external departments and agencies. - Works with other members of the interdisciplinary team to reinforce other treatment modalities. - Corresponds with other departments and personnel via both verbal and written communication. Processes incoming and outgoing mail for the department. - Attends department and other hospital-wide scheduled meetings.



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	• Works with students, volunteers and any other related personnel. • Participates in department and hospital activities. • Performs any other duties as assigned.
Other Information	SUPERVISION RECEIVED: Under the supervision of the Program Assistant- STP, Enhancement Services. May act as a lead. SUPERVISION EXERCISED: None. KNOWLEDGE AND ABILITIES: <u>KNOWLEDGE OF:</u> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. <u>ABILITY TO:</u> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. REQUIRED COMPETENCIES: <u>INFECTION CONTROL:</u> Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. <u>SAFETY:</u> Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. <u>THERAPEUTIC STRATEGIC INTERVENTION:</u> Applies and demonstrates knowledge of correct methods in TSI. <u>CULTURAL AWARENESS:</u> Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively. <u>SITE SPECIFIC COMPETENCIES:</u> Ability to perform analytical work in order to learn the practical application of administrative principles; to maintain daily documentation and provide reports to worksite supervisor, Program Management, and others as needed; to work mostly independently; and to demonstrate the knowledge of hospital policies and procedures. <u>TECHNICAL PROFICIENCY (SITE SPECIFIC):</u> Knowledge of commonly used office material/equipment and application of office computer applications (ex: Excel, Word, Outlook, etc.)



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LICENSE OR CERTIFICATION:

None.

TRAINING – Training Category – Specific to AGPA:

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

WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital 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 duties.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Supervisor's Signature

Date

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Employee Name	Division Department of State Hospitals - Patton			
Position No / Agency-Unit-Class-Serial 502-480-5157-XXX	Unit Enhancement Services Department			
Class Title Analyst I – My Activity Plan and Participation (MAPP) Specialist	Location DSH-Patton			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential	Other
Under the direction of the Program Assistant (PA) of Enhancement Services (ES), Structured Treatment Program (STP) Director, the Analyst I MAPP Specialist will work with other disciplines as part of the MAPPs team to assist with facilitation of treatment roster scheduling, data collection and input, maintenance of course catalogues, and analysis and report creation of treatment data trends. Additionally, the Analyst I MAPP Specialist will perform the more responsible, varied, and complex technical analytical work and provide consultative services to management and program staff. The incumbent will analyze data, develop and evaluate alternatives, present findings and recommendations, and collaborate with representatives from various disciplines or governmental agencies on program activities and projects.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
40%	<u>Data Analysis, Collection, Entry and Monitoring</u> - Audit and reconcile analytical and evaluation studies of continuous ES STP data trends and quality improvement data. - Analyze and compile STP data for Psychiatry, Psychology, Medical, Nursing, Nutrition Services, Rehabilitation Therapy and Social Work, as relevant. - Gather, tabulate and compile reports containing an analysis of monitoring data to ES Program Management Team (Program Director, PA-STP, PA-Education) - Provides assistance in improving forms and other data gathering methodologies. - Proficiency in utilizing Microsoft word and databases to develop, integrate, and maintain comprehensive statistical and aggregate data reports. - Performs varied as well as structured, standard, routine and/or recurring analytical tasks within Enhancement Services including but not limited to the areas of structured treatment programming within ES, treatment, and therapy scheduling, staffing coverage for group sessions, etc. - Perform tasks related to Visiting Coordinator for both tele-visits and in-person visits; interfaces with outside patient visitors, as well as treatment teams. - Review and analyze statutes, regulations, policies and procedures to specific situations related to patient treatment programs and outcomes and advise management. - Assists in clinical performance improvement process by gathering, inputting, tabulating, and analyzing data from various sub-departments within Enhancement			



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	Services, including but not limited to designing patient surveys on STP groups and ES services and interpreting the results. • Plan, forecast and evaluate assignments established by the supervisor. • Provides consultative directions to other staff on a variety of topics related to the operations within Enhancement Services. • Provide recommendations and develop procedures on data-gathering methodologies as part of the Enhancement Services department performance improvement effort.
40%	<u>STP MAPP Site Specific Tasks</u> • Utilizes computer skills including Excel, Outlook, Word, and Wellness and Recovery Model Support System (WaRMSS) functions such as My Activity Plan and Participation (MaPP), Course Outlines, and Report Manager to schedule, update, and maintain structured treatment programming. • Create and update a treatment course catalogue/operating schedule. • Assist with facilitation of lesson plan and curriculum updates. • Assist in data monitoring of performance improvement systems by gathering and tabulating audits from various programs. • Enter data and provide consultation with other staff who will perform data entry. • Generates reports on Structured Treatment Activities and interprets and analyzes data as requested for the purpose of monitoring structured treatment for programs, administration, and DSH-Sacramento. • Ensure DSH-Patton is in compliance with applicable hospital, local, state, and federal mandates, and Joint Commission requirements. Develop written policies and procedures to enhance safety within the Hospital and on its grounds. • Monitor and track reporting procedures used to develop reports. • Maintain liaison with various committees and departments.
20%	<u>Communication, Coverage & Departmental Responsibilities</u> • Maintains effective communication with both internal and external departments and agencies. • Works with other members of the interdisciplinary team to reinforce other treatment modalities. • Corresponds with other departments and personnel via both verbal and written communication. Processes incoming and outgoing mail for the department. • Attend department and other hospital-wide scheduled meetings. • Works with students, volunteers and any other related personnel. • Participates in department and hospital activities. • Perform any other duties as assigned.
Other Information	SUPERVISION RECEIVED: Under the supervision of the Program Assistant- STP, Enhancement Services. SUPERVISION EXERCISED: None. KNOWLEDGE AND ABILITIES:



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KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

REQUIRED COMPETENCIES:

INFECTION CONTROL: Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

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

THERAPEUTIC STRATEGIC INTERVENTION: Applies and demonstrates knowledge of correct methods in TSI.

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

SITE SPECIFIC COMPETENCIES: Ability to perform analytical work in order to learn the practical application of administrative principles; to maintain daily documentation and provide reports to worksite supervisor, Program Management, and others as needed; to work mostly independently; and to demonstrate the knowledge of hospital policies and procedures.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used office material/equipment and application of office computer applications (ex: Excel, Word, Outlook, etc.)

LICENSE OR CERTIFICATION:
None.

TRAINING – Training Category – Specific to AGPA:

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

WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;



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- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital 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 duties.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Supervisor's Signature

Date