

**Child Abuse Prevention Center
Adult In-Home Crisis Stabilization Renewal
A-4 Salary and Benefits**

STAFFING

Chief Program Officer (.23 FTE -- \$25,273)

The Chief Program Officer (CPO) is a leader in supporting a high performing and inclusive work culture, researching and modeling best practices across all areas of people management. To ensure a rewarding and inspiring mission-driven work environment including the supervision of Department Heads, the CPO will lead the programs regarding best practices so that staff feels well-supported and useful in their roles. The CPO reports to the Executive Director and serves a unique purpose to inform strategic planning and organizational development including activities for appropriate program design and innovation. The CPO directs the day-to-day operations of all county, state and federal grant awards and programs and ensures the consistent achievement of programmatic goals and objectives.

1. Oversee three major contract funding areas: County/local, state and federal service programs.
2. Manage daily program operations, develop program policy/procedures, conduct program assessment and evaluation, contract administration, and participate in strategic planning
3. Work collaboratively with the Executive Director and Contracts Manager to identify avenues of economic support for programs/projects.
4. Conduct analysis and outreach efforts to enable program expansion · Create and execute candidate outreach strategies to target high potential individuals to develop collaterals, facilitate webinars and other similar activities.
5. Encourage and solidify healthy, strategic relationships that bring the resources required to serve our community.

EHR Support Specialist (.16 FTE -- \$6,324)

The EHR Support Specialist (EHR Specialist) serves as the first point of contact and technical support for the Child Abuse Prevention Center's (CAPC) current Electronic Health Record (EHR), Exym. This role serves to provide system support, troubleshooting, system maintenance and re-configuration as needed, and staff training for new hires and on a continuing basis for all Health Care Agency (HCA) programs.

1. To assist in ensuring CAPC/HCA programs achieve qualitative and quantitative results in support of the organization's mission and meet the desired objectives of the funder.
2. To provide adequate support to all HCA-funded programs in the areas of Exym system maintenance and Periscope reporting.

Evaluation and Data Analyst (.16 FTE -- \$6,324)

The Evaluation and Data Analyst (Data and Systems Coordinator) assists with the management of data collection, entry, tracking, quality assurance, and analysis; Support the maintenance of the agency's client management systems (e.g. /Exym); Serve as backup for administrative support as needed.

1. To assist in ensuring Child Abuse Prevention Center (CAPC) programs achieve qualitative and quantitative results in support of the organization's mission and meet the desired objectives of the funder.

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2. To provide adequate support to CAPC programs in the areas of data management, system development and support, quality assurance, evaluation activities, and training.
3. To support the development of new CAPC programs and improvement of existing HCA programs.

Contract and Compliance System Officer (.12 FTE) (\$9,432)

The Contract and HIPAA Privacy Compliance and Security Systems Officer is responsible for managing the organizations' policies and procedures as they relate to oversight of protected contracts, documents, procedures, forms, notices, associated materials and audit to determine adherence to information security policies/laws, procedures and applicable regulatory standards.

1. Ensure that HIPAA requirements for access control, disaster recovery, business continuity, incident response, and facility security are in place with no interruption.
2. Ensure compliance with state and federal privacy requirements, confidentiality, information security risks, and identify issues requiring innovative solutions.
3. Periodic audits conducted for assurance that information systems are adequately protected and meet protected contracts/HIPAA certification requirements.

Program Director (1.0 FTE) (\$90,000 - \$95,000)

The primary role of the Program Director is to plan, develop, expand and execute the Mental Health and Crisis Response Services for the Child Abuse Prevention Center.

- Ensure IHCS fulfills all contractual goals and requirements
- Increase and expand - program awareness, reputation of integrity within the community and use of services
- Nurture and develop team, fostering stability and individual growth

Program Supervisor (1.0 FTE) (\$75,000 - \$80,000)

The primary role of Program Supervisor is to maintain the internal operations of the assigned program. The Program Supervisor reports directly to the Director of Mental Health Services. The position includes the following responsibilities:

- Facilitator in group supervisions, case reviews, and staff training
- Assign cases and maintain data base of clients
- Assist in the development of new projects
- Maintain and monitor existing prevention programs
- On call supervisor to support crisis team

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Billing Oversight Manager (1.0 FTE) (\$45,000 - \$50,000)

The Billing Oversight Manager coordinates and documents internal regulatory processes, such as billing, documentation quality and internal and external reports.

- Supervise clerical staff of Adult In-Home Crisis Stabilization Program.
- Coordinate efforts associated with the preparation of regulatory documents or submissions.
- Maintain current knowledge base of existing and emerging regulations, standards, or guidance documents.
- Knowledge of County contracts procedures.
- Effective billing of Medi-Cal documentation utilizing the IRIS system.

Quality Assurance Coordinator (1.0 FTE) (\$35,000 - \$40,000)

The Quality Assurance Coordinator coordinates and documents internal regulatory processes, such as internal audits, inspections, license renewals, or registrations.

- Coordinate efforts associated with the preparation of regulatory documents or submissions.
- Maintain current knowledge base of existing and emerging regulations, standards, or guidance documents.
- Knowledge of County contracts procedures
- Effective billing of Medi-Cal documentation utilizing the IRIS system.

Peer Mentor (1.75 FTE) (35,000 – 40,000 per FTE)

The Peer Mentor has been a recipient of behavioral health "lived experience" (personal experience of recovery from mental health, substance use, or trauma conditions who receive specialized training and supervision to guide and support others who are experiencing similar mental health, substance use or trauma issues toward increased wellness). The Peer Mentor offers ideas or wisdom gained through his or her personal experiences to inspire hope, support personal responsibility, promote understanding, offer education, and promote self-advocacy and self-determination. Peer Mentors provide highly individualized services in the community and promote client self-determination and decision-making. Peer Mentors have the ability to build trust and relationships with individuals in the program.

- Be part of a field based crisis team that responds to crisis lines calls 24/7 throughout the community.
- Meet productivity level as defined by management.
- Complete documentation as required by Supervisor and/or agency in a timely manner and meets the standards of HCA, Medi Cal and other funding sources
- Possess, or be willing to learn, "professional behavior" elements (e.g.) ability to work with people, ability to clearly communicate with people, maintain confidentially, engage in respectful interaction

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Licensed Clinician (4.0 FTE) (\$63,000 - \$68,000 per FTE)

The Licensed Clinician serves as a liaison between children/families and systems, and provides a wide range of services depending on the needs and expectations of each client and family.

- Play lead role in a field based crisis team that responds to crisis lines calls 24/7 throughout the community.
- Meet productivity level as defined by management.
- Complete documentation as required by Supervisor and/or agency in a timely manner and meets the standards of HCA, HIPPA, Medi Cal and other funding sources

Clinician (4.0 FTE) (\$52,000 - \$57,000 per FTE)

The Clinician serves as a liaison between children/families and systems, and provides a wide range of services depending on the needs and expectations of each client and family.

- Be part of a field based crisis team that responds to crisis lines calls 24/7 throughout the community. (On-call duties are on a rotation basis amongst entire team)
- Meet productivity level as defined by management.
- Complete documentation as required by Supervisor and/or agency in a timely manner and meets the standards of HCA, HIPPA, Medi Cal and other funding sources

Case Manager (5.0 FTE) (35,000 – 40,000 per FTE)

The primary responsibility of the Case Manager is to engage in a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet an individual's and family's comprehensive health needs through communication and available resources to promote quality services and outcomes.

- Be part of a field-based crisis team that responds to family line calls 24/7 throughout the community. (On-call duties are on a rotation basis amongst entire team)
- Meet productivity level as defined by management.
- Complete documentation as required by Supervisor and/or agency in a timely manner and meets the standards of HCA, HIPPA, Medi Cal and other funding sources

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On Call: (\$17,030)

The Child Abuse Prevention Center provides a stipend to Clinicians for their duties responding an on-call crisis line. The crisis line is dedicated receiving incoming referrals 24 hours a day, 7 days a week. Staff covering the crisis line have a responsibility to meet/contact the new client within two hours. Staff is reimbursed a flat rate \$125 for each time that they respond to a crisis between the hours of 5:00 pm through 8:00 am Monday through Thursday and any time on weekends and designated holidays.

Included in the on-call budget is a weekend per diem Crisis Clinician who serves as a liaison between children/families and systems, and provides on a 24/7 basis, intake and assessment services to individuals experiencing an urgent mental health situation depending on the needs and expectations of each child and family in the Adult In-Home Crisis Stabilization (AIHCS) program for the Prevention Center. This clinician is on-call per diem weekends on an intermittent basis as needed between the hours of 5:00 pm Friday through 8:00 am Monday to answer crisis line calls. The Crisis Clinician is employed only on a per diem basis when on-call service is needed. The stipend paid is a flat rate of \$125 per crisis response intake and assessment. The per diem individual does not have additional employment with an Orange County Funded program.

The projected amount reflects an increase from the prior year based on increased referrals after hours from CAT as the program expanded to all of CAT.

Employee Benefits - We are tracking benefits this year at 21% of salaries. We based this on historical figures, with consideration to vacancies and health benefit waiting period for new hires. The total salaries equal \$1,111,849 and benefits equals \$236,980. The 21% is calculated without including the on-call portion (\$17,030) or the non-benefitted staff (\$39,109)