

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6674222

Standards Compliance Analyst 2 (Mental Health), Grade 23	6674222
Standards Compliance Analyst 3 (Mental Health), Grade 27	6674223
Standards Compliance Analyst 4 (Mental Health), M-3	6674224

Brief Description of Class Series

Positions in this title series approve, inspect, and certify public and private mental health programs providing treatment to individuals with mental illness. Incumbents of these positions evaluate mental health programs against established standards, laws, rules and regulations; issue operating certificates; inspect program spaces; review and evaluate treatment and service plans; participate in quality management activities; and provide input for the development of regulations and standards.

These positions exist only at the Office of Mental Health (OMH).

Distinguishing Characteristics

Standards Compliance Analyst 2 (Mental Health): full performance level; participates in program design, regulatory reviews, policy discussions, and statewide planning for mental health services; reviews and makes recommendations concerning operating certificate applications; and conducts on-site formal reviews to ensure compliance with OMH, State, federal, and accrediting body laws, rules, policies, and regulations.

Standards Compliance Analyst 3 (Mental Health): supervisory level; supervises teams of Standards Compliance Analyst 2 (Mental Health) and other mental health professionals that perform licensing activities; develops policies, procedures, standards, and regulations; participates in program design and statewide planning for mental health services; manages and directs standards compliance activities, and supervises on-site inspection teams in field offices.

Standards Compliance Analyst 4 (Mental Health): one position class; functions as deputy director of the Bureau of Inspection and Certification (BIC) at Central Office; directs licensure, ongoing monitoring, and recertification activities in the BIC; leads program design, policy discussions, and regulatory reviews; participates in statewide planning for mental health services; coordinates activities with field offices; and makes final decisions on operating certificates and prior approval review applications.

Illustrative Tasks

Standards Compliance Analyst 2 (Mental Health)

In field offices:

- Leads and conducts on-site formal reviews of mental health programs to determine degree of compliance with OMH, federal, and accrediting body standards and guidelines. Reviews include administration, staff, and patient interviews; evaluation of treatment and service plans; assessment of policies and governing body meeting minutes; inspection of physical plants; and service delivery observation to determine quality of program services.
- Evaluates results of reviews by comparing collected information against applicable standards.
- Develops written reports of findings to identify merits and deficiencies.
- Works with providers to bring programs into compliance, and follows up with providers to ensure plans of action are implemented in a timely manner.
- Testifies at administrative hearings as it relates to mental health program review activities.

In the BIC:

- Ensures citations identified through site visits are supported by evidence submitted by field office program reviews; assesses quality of monitoring reports for consistency with regulatory requirements and licensing policy; and ensures consistent application of standards.
- Provides direction to field offices, county, and public and private facility staff in understanding and applying operating standards, in understanding certification application procedures and criteria, and in unique and non-conforming standards situations.
- Analyzes requests to determine whether providers seeking program waivers have provided adequate justification to support waiver requests; works with providers to resolve questions; approves or disapproves requests; and ensures program integrity.
- Analyzes prior approval applications for new and existing programs for need, cost, staff adequacy, provider character and competence, program quality, and compliance with OMH regulations; provides technical assistance and addresses

questions and issues for field Standards Compliance Analysts (Mental Health), OMH finance and budget staff, Central Office program staff, and County Directors of Mental Health to resolve prior approval issues.

- Coordinates expedited review of emergency prior approval projects, prepares documentation for the imposition of sanctions; and reviews project materials and provides assessment for use in testimony delivered by the BIC Director and Deputy Director.
- Assists providers, the public, consultants, or government agencies with questions concerning OMH licensed programs and/or the prior approval process.
- Leads workgroups to develop and revise licensing and survey protocols, certification procedures, and quality of care and licensing standards.
- Develops and provides training to providers and field office staff concerning new or modified OMH regulations and standards.

Standards Compliance Analyst 3 (Mental Health)

Supervises Standards Compliance Analysts 2 (Mental Health) and other mental health professionals in the review of programs licensed by OMH.

Establishes staff assignments and priorities; reviews, monitors, and evaluates staff activities; monitors time and attendance; completes performance evaluations; and provides training regarding standards, regulatory requirements, and OMH review protocols.

Standards Compliance Analyst 4 (Mental Health)

Functions as the deputy director of the BIC and provides leadership and expertise related to licensing programs and policy; supervises BIC staff.

Oversees issuance of licenses to mental health programs statewide.

Provides oversight and expertise for on-site inspection processes conducted by field office staff, and information and advice to support enforcement actions; ensures enforcement actions are implemented.

Develops and revises standards and regulations; ensures consistent interpretation and application of OMH licensing policy; and makes recommendations to improve licensing activities within the BIC and field offices.

Conducts special inspections and investigations of mental health programs experiencing unique operating or compliance issues.

Minimum Qualifications

Standards Compliance Analyst 2 (Mental Health)

Open Competitive: possession of a bachelor's degree in a human services field; two years of professional clinical experience working with persons diagnosed with mental illness in a mental health program or unit; and one year of experience in at least one of the following areas:

1. Formal, on-site assessment of mental health programs or units for compliance with established legal requirements, standards, and/or contracts for program services.
2. Professional experience performing quality management activities in a mental health program or unit.
3. Responsibility in a mental health program or unit for the interpretation and assessment of compliance with laws, rules, or regulations to ensure program compliance.
4. Supervision and review of cases handled by other clinicians in a mental health program or unit for the purposes of assessing compliance with laws, rules, or regulations to ensure program compliance.

Standards Compliance Analyst 3 (Mental Health)

Promotion: one year of service as a Standards Compliance Analyst 2 (Mental Health).

Standards Compliance Analyst 4 (Mental Health)

Promotion: one year of service as a Standards Compliance Analyst 3 (Mental Health).

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 8/2017

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