

**Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
Position Description**

Job Title:	Clinical Adult Utilization Review Specialist	Reports To:	Assistant Chief Clinical Officer
Department:	Clinical	FLSA Status:	Exempt
Date:	7-1-09	Salary Grade:	5
REVISED:	3-5-12	NBU/BU	Bargaining Unit
REVISED:	3-10-16	Status:	
REVISED:	3-26-18		
Approved By:	Chief Executive Officer		

PURPOSE

Under the supervision of the Assistant Chief Clinical Officer, performs authorization, utilization management, and quality improvement functions for clinical community based services. Responsible for the coordination for state psychiatric hospitals discharge and community linkage, crisis and emergency services, and community placements for adults. Reviews assessments of committed patients and intervenes as needed. Oversees the administrative aspects of the judicial commitment process. Serves as first point of contact for clinically related issues for adults. Oversees crisis services and client assignment to designated community-based treatment programs for adults to ensure appropriate use of Board funded behavioral health services. Conducts Quality Improvement and Utilization Reviews and activities relative to improving post-hospital discharge community linkage, crisis, intensive, and respite services, and quality clinical care. Represents the ADAMHS Board through various committee assignments.

DUTIES AND RESPONSIBILITIES

1. Serves as a first point of contact for clinical related issues from community providers and hospitals for adults.
2. Responsible for the coordination for state psychiatric hospitals' discharge and community linkage, crisis and emergency services, and community placements for adults.
3. Review and authorize for appropriate levels of care and criteria for Respite referrals.
4. Interacts with ADAMHS Board supported agencies and state hospitals to ensure appropriate level of care for clients. Provides consultation and technical assistance around issues that relate to management of community based behavioral health services. Promotes best practices relative to recovery oriented system of care for adult population inpatient discharge, crisis, and respite services.
5. Participates in and monitors the implementation of hospital or community discharge plans when indicated.
6. Collects all relevant data and performs clinical evaluations on complex community disposition cases in which private and public sector agencies are not in agreement.
7. With regard to civil commitment:
 - a. Serves as liaison between probate court and ADAMHS Board regarding issues related to the civil commitment process;

- b. Monitors the process of acceptance of judicial commitments to the ADAMHS Board
 - c. Oversees the administrative aspects of the judicial commitment process.
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8. Maintains close communication with Board's Chief Clinical Officer (CCO) and stays current in the rapidly evolving fields of neuropsychiatric and addiction disorders in order to monitor, guide, and evaluate the agencies, their services and client rights.
 9. When appropriate consult with CCO on patterns of pharmacological utilization and nonpharmacological therapies in the service of the best interests of the clients.
 10. Stays up to date on the best evidence-based-practices in all areas of service rendered by the providers of the County.
 11. In consultation with the CCO, finds creative and flexible means and solutions to address at risk population of the county with crisis-preventive, proactive, mental health measures.
 12. Participates in the Reportable Incident Review committee
 13. Participates in the investigation of incidents in the community in which a breakdown in the delivery of sound, safe and efficient clinical recommendations has occurred.
 14. Conducts Quality Improvement and Utilization Reviews and activities relative to improving adult post-hospital discharge community linkage, crisis, intensive, and respite services, and quality clinical care.
 15. Conducts utilization review of high utilizers of services using established standards. Monitors activities of high cost services and identifies opportunities/means of increasing efficient use of resources.
 16. Conducts program monitoring and oversight of adult clinical behavioral health services in accordance to the expanded terms in the ADAMHS Board and Provider Contract.
 17. Assists in developing, implementing and monitoring of policies and procedures related to adult intensive services; inpatient, crisis and intensive outpatient.
 18. Understands the ADAMHS Board funding sources and allocation process and participates in planning, development and implementation of community services. Demonstrates an understanding of clinical resources available in the community.
 19. Assists in coordinating departments within the ADAMHS Board for efficient and cohesive delivery of multiple services.
 20. Chairs committee related to emergency psychiatric care and participates on other work groups.
 21. Represents the ADAMHS Board at meetings with agencies and multi-system meetings as assigned.
 22. Attends ADAMHS Board of Directors Meetings as assigned.
 23. Maintains professional knowledge by attending workshops, and reviewing professional publications.

24. Performs special projects as needed or directed.

25. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Registered nurse with at least five (5) years of clinical experience in mental health.

Valid current registered nursing license from the State of Ohio.

Strong clinical skills with sound medical and psychiatric knowledge.

Prior utilization review experience.

Effective assertiveness and problem-solving skills.

Demonstrated ability to work both independently and as an integral team member.

Good consultative and presentation skills.

Good verbal and written communication skills.

Experience in Microsoft Office.

Ability to compile and conduct preliminary analysis of data.

PREFERRED QUALIFICATIONS

B.S.N. or additional training in mental health.

Experience in a health care business environment.

Experience in hospital based mental health services and good knowledge of mental health care and relevant social services systems in Cuyahoga desired.

PHYSICAL DEMANDS

Traditional office position which may require ability to use and operate office equipment and machines such as computer, telephone, fax machine, copy machine, adding machine and other equipment required to successfully perform the essential duties of this position.

Ability to transport oneself or arrange for transportation throughout the County and State.

WORKING CONDITIONS

No adverse working conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change in accordance with the needs of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Since no position description can detail all the duties and responsibilities that may be

required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

~~EMPLOYEE ACKNOWLEDGMENT~~

~~I have read this position description and discussed it with my supervisor.~~

Employee

Date

Supervisor

Date