

NEW JERSEY HEALTH CARE FACILITIES FINANCING AUTHORITY

JOB DESCRIPTION

HEALTH INFORMATION TECHNOLOGY GRANTS AND PROJECT MANAGER

DEFINITION:

Under the direction of the Executive Director and Deputy Executive Director of the New Jersey Health Care Facilities Financing Authority (“NJHCFFA”) and Statewide Health Information Technology Coordinator (the “State HIT Coordinator), the Health Information Technology Grants and Project Manager (“HIT Project Manager”) will administer health information exchange grants received by the State under the American Recovery and Reinvestment Act (“ARRA”) and ensure accountability of all initiatives to be funded by the grant, which has been awarded to the State under Title XIII, Section 3013 of ARRA. The HIT Project Manager will assist in coordinating sub-recipient Health Information Exchanges (“HIE”) to be formed around the State and in fully reviewing and auditing those HIEs in terms of project scope, milestones, and technological implementation. Three sub-recipient HIEs have already been selected by the State under a Request for Applications process completed in October, 2009. A fourth HIE has rescinded its application, which may result in an additional Request for Applications process to select another HIE as a replacement. Additionally, the HIT Project Manager will report on the HIEs as well as State-wide progress on health information technology and assist the State HIT Coordinator in the creation and implementation of a Statewide Health Information Technology Plan (“State HIT Plan”). The position may only last as long as the grant period, which is expected to be through 2014.

EXAMPLES OF WORK:

- Responsible for monitoring and reporting on grant sub-recipient HIEs’ compliance with the operational and reporting covenants contained in contract documents;
- Develop ongoing accountability measures for the HIEs, including clinical-data metrics and technological progress, that will ensure the success and sustainability of the HIEs and compatibility with the State HIT Plan;
- Liaise with and provide reports and recommendations to the State Health Information Technology Commission (“HIT Commission) and the State HIT Coordinator’s office on the development of those performance and accountability metrics for the HIEs and the compatibility with the State HIT Plan, and the application of those metrics to the reviews of the HIEs receiving federal ARRA grants that flow through NJHCFFA or the State, as well as any other Health

Information Exchanges that may receive grants, loans, or credit facilities through the NJHCFFA or the State at a later date;

- Report to the Office of the National Coordinator for Health Information Technology (“ONC”) on the progress on the State HIT Plan as well as the progress of the HIEs;
- Develop remedies for cases of non-compliant HIEs, and ensure that remedies for contract violations are carried out;
- Review various sources of information yielded by the HIEs to determine material changes in key operational indicators;
- Spearhead the drafting and review of quarterly accountability reports prepared to be in compliance with ARRA, for review by the State HIT Coordinator and the Department of Health and Senior Services (“DHSS”), and work with NJHCFFA staff to merge financial compliance documentation of HIEs into those accountability reports;
- When requested, participate in and contribute to high-level meetings with the HIT Commission, the State HIT Coordinator, NJHCFFA, DHSS and other departments, agencies and representatives of the State and federal government as well as hospital and provider representatives;
- Routinely interact, either verbally, in writing, or in-person with the HIEs to assist them in understanding compliance requirements and milestones, in cases where covenant violations occur, track progress of remedies;
- Make regular site visits to the HIEs to verify the inventory and efficacy of the equipment and software of the HIE, as well as to ensure appropriate staffing levels and proficiency;
- Coordinate with NJHCFFA’s Division of Operations on the approval of requisitions for distributing ARRA grant proceeds to HIEs and for the State HIT Plan, consistent with ARRA and the ONC;
- Verify that operational performance of and participation in HIEs and the State HIT Plan complies with the requirements of individual contract documents and federal standards as set forth by the ONC;
- Participate in regular meetings with senior staff of the offices of the State HIT Coordinator, NJHCFFA, the DHSS and the HIT Commission and be prepared to discuss relevant issues with each;
- Research and prepare grants for other funding sources for the HIEs and the State HIT Plan.

- Prepare revisions and amendments to the plans and budgets of the HIEs and State HIT Plan submitted to the ONC, as necessary;
- Attend conferences as required by the ONC;
- Assist the Executive Director, Deputy Executive Director of NJHCFFA, the Statewide Health Information Technology Coordinator and the DHSS's Director of Policy and Planning in performing routine and special projects related to Health Information Technology as they arise;

KNOWLEDGE AND SKILLS:

- Extensive knowledge of health information technology, including electronic health records and interoperability standards;
- Knowledge of systems integration and technology-systems auditing procedures;
- The ability to interpret and analyze operational data and to develop formats for recording and reporting such information;
- The ability to comprehend and analyze NJHCFFA and Department of Health and Senior Services documents and to develop internal controls to enhance compliance monitoring activities;
- Grant writing experience, particularly in the area of HIT;
- The ability to communicate effectively, both orally and in writing.

EDUCATION/EXPERIENCE:

- Bachelor's Degree or equivalent in health information management, systems integration, health informatics, or a related degree. Advanced degree in these disciplines or certification as a Certified Information Systems Auditor preferred.
- Demonstrated experience in the health-care industry and in health-information technology systems. Experience with health information systems auditing and/or integration preferred.

****This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.****