

COMPLIANCE ANALYST/INVESTIGATOR

GENERAL PURPOSE OF POSITION:

Assists Director of Quality Assurance/Corporate Compliance in conducting investigations and final reports of reportable incidents and occurrences per OPWDD regulations and guidelines.

Performs QA/QI audits and evaluations to ensure compliance with regulations throughout OPWDD programs.

Performs Compliance Audits for OPWDD programs according to the Annual Work Plan and assists with Compliance Investigations as assigned.

REPORTS TO:

Director of Quality Assurance & Corporate Compliance Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Upon notification by Director of Quality Assurance/Corporate Compliance of an incident requiring investigation, begins investigation of incident including document review, collection of evidence and witness interviews. Partners with department management to obtain required information pertaining to the investigation. Inputs required documentation into IRMA. Completes any other required incident documentation, e.g. OPWDD 148, SCR check, MHLS notification, etc.
- Prioritizes multiple investigations to ensure compliance with regulations, adherence to good investigation practices and sensitivity to administrative leave costs. Communicates case load issues to Director of Quality Assurance & Corporate Compliance Officer for assistance.
- Completes OPWDD Form 149 Investigative Report and submits to Director of Quality Assurance/Corporate Compliance. Once finalized inputs data into
- In conjunction with the Director of Quality Assurance/Corporate Compliance, monitors investigation trends within and across programs, and ensures development of appropriate corrective actions to prevent recurrence of incidents.
- Conducts routine internal record reviews to ensure compliance with various regulations, e.g. OPWDD, OMIG, etc. Completes report of findings and identifies trends and areas for improvement, and submits to Director of Quality Assurance/Corporate Compliance. Once finalized, forwards report to appropriate program department staff. Monitors to ensure Corrective Action Plan is submitted by Program staff.
- In conjunction with the Director of Quality Assurance/Corporate Compliance, generates and updates Audit tools to ensure compliance with changes in regulations, billing standards, and Agency policies.

- Prepares monthly paperwork for Standing Incident Review Committee (SIRC). Prepares agenda and packets for committee members. In conjunction with Director of Quality Assurance/Corporate Compliance tracks open incidents, updates meeting minutes, and obtain follow up reports/information from department supervisors. Attends and participates in SIRC meetings.
- In conjunction with the Director of Quality Assurance/Corporate Compliance develops monitors, analyzes and evaluates agency QA/QI activities.
- Adheres to Agency policies, procedures, rules and regulations.
- Attends and participates in staff meetings and other agency or inter-agency committee meetings appropriate to duties and responsibilities.
- Performs other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Exercise of sound professional judgment at all times
- Strong organizational skills; capable of organizing information, planning task schedules, and self-monitoring of completion of responsibilities and duties.
- Familiar with rules and regulations appropriate to quality assurance and corporate compliance activities, (examples :New York Office for People with Developmental Disabilities (OPWDD), New York Education Department (NYSED), New York Office of Children and Family Services (OCFS), Office of the Medicaid Inspector General.)
- Excellent written and oral communication skills.
- Proficient in WORD and Excel

EDUCATION AND TRAINING:

Preferred: Bachelors degree in Business, Human Services, or related area and three (3) years experience with the provision of OPWDD services, investigations, quality assurance/ improvement activities, audits and/or regulatory compliance
 Bachelors degree in Business, Human Services, or related area and three or equivalent combination of education and experience.

Minimum: Equivalent combination of education and experience as determined by the Director of Quality Assurance/Corporate Compliance and the Director of Human Resources.

Valid New York State Driver's License in Good Standing. Reliable form of transportation.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On- the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand		X		
Walk		X		
Sit				X
Talk or hear			X	
Use hands or fingers, handle or feel				X
Push//Pull	X			
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms	X			
Stair climbing	X			

This job requires that weight be lifted or force be exerted.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.		X		
Up to 25 lbs.	X			
Up to 50 lbs.	X			

This job has special vision requirements.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions

The typical noise level for the work environment is:
Check all that apply.

- Very Quiet
- Quiet
- Loud Noise
- Very Loud Noise
- Moderate Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both			X		

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both		X			

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both	X				

Fine Dexterity:

A. Right only					
B. Left only					
C. Both			X		