

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Mental Health Standards Surveyor

SERIES NO.:

6579

MAJOR AGENCIES:

Mental Health

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the mental health standards surveyor occupation is to survey & evaluate community mental health service agencies & residential facilities by performing reviews of certification & licensure applications & conducting on-site surveys of mental health facilities to ensure compliance with applicable licensure and certification regulations & standards.

Incumbents review & evaluate licensure or certificate application documentation & perform on-site surveys of mental health service agencies & residential facilities to ensure compliance.

This series does not include surveyors who work in the Department of Health (see Health Care Facilities Surveyor, 6577) or surveyors who work for Department of Human Services, Mental Retardation/Developmental Disabilities or Youth Services (see Facilities Standards Representative, 6574).

CLASS TITLE:

Mental Health Standards Surveyor

CLASS NUMBER:

65791

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of mental health facility licensure, certification & compliance activity in order to evaluate community mental health service agencies & residential facilities for compliance with applicable licensure and certification regulations.

CLASS TITLE: Mental Health Standards Surveyor	CLASS NUMBER: 65791	BARGAINING UNIT: 11
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EFFECTIVE DATE:

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Evaluates community mental health service agencies & residential facilities for compliance with applicable licensure & certification regulations (e.g., reviews written licensure or certificate application & supporting documentation for completeness, consistency & compliance with rules & regulations), conducts on-site surveys of applicant facilities (e.g., building inspection, fire inspection, quality assurance plan, seclusion/restraint, abuse/neglect, service providers, water/sewage) to evaluate operational records & resident living conditions for compliance with licensure regulations, identifies specific areas of non-compliance & recommends corrective action, provides technical assistance to facility operators or recommends appropriate technical assistance or consultation for nature & degree of non-compliance, monitors progress of facility's plans of correction, performs follow-up surveys to ensure corrective actions have been accomplished & recommends issuance, denial or revocation of certificates or licenses.

Prepares reports (e.g., licensure & certification tracking log detailing all activities during the certification process; written findings letter detailing deficiencies; block grant administrative personnel reports; travel expense reports); prepares certification packets for each team member to include survey task sheet, interview information forms, focus review forms & clinical records check list.

Participates in training sessions & other meetings to ensure consistent rules interpretation; recommends rule revisions; identifies problems & issues pertaining to mental health standards surveying & proposes solutions & develops specialized expertise in specific area of standards (e.g., residential affiliation agreements development; abuse & incident reporting; medication & health care issues); investigates complaints & incidents; participates in department meetings to coordinate individual facility issues & actions; accomplishes unannounced or validation surveys as directed; provides specialized expertise in areas of mental health standards or other specific.

MAJOR WORKER CHARACTERISTICS:

Knowledge of mental health standards & practice or comparable field; federal & state laws, rules & regulations governing programming & environment for persons residing in or receiving services from mental health residential or outpatient facilities; agency policy & procedures for mental health standards surveying*; inspection & investigation techniques pertinent to evaluating mental health standards compliance*; public relations; interviewing principles/techniques*. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with officials & general public; understand variety of technical material in manuals & verbal instructions; write routine business letters, evaluations & records following standard procedures; prepare & deliver speeches before specialized audiences & general public; develop good rapport with residents & family members; establish cooperative relationship with community entities.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in mental health & mental retardation technology, social work or comparable field (e.g., child & family community services) or 24 mos. exp. in mental health practice; 12 mos. trg. or 12 mos. exp. in administration or operation of regulations &/or standards governing programming & environment in mental health or related facilities; 6 mos. trg. or 6 mos. exp. providing consultation, technical assistance &/or training to groups concerning program development &/or interpretation & implementation of rules, standards, policies & guidelines for mental health or related issues; must be able to provide own transportation.

-Or equivalent of Minimum Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.