General Job Summary
The Director of Data & Quality Enhancement (QE) oversees the staff and efforts of the Child First Data & QE Department including the Child First data systems and related reporting to outside entities, such as the CT Office of Early Childhood and Department of Children and Families, and other public and private funders across the national Child First network. She/he is responsible for the maintaining frequent contact with all Child First affiliate organizations regarding implementation data and performance toward established benchmarks. This individual is responsible for the identification and monitoring of dashboard and other reporting components and the dissemination of this information at all levels within the Child First network, as well as Child First stakeholders.

The Director of Data & Quality Enhancement works closely with Clinical Leadership and other NPO departments to identify issues that affiliates should address throughout the year in relation to quality and performance. He/she will serve as the lead contact with the Child First Research and Evaluation Team at the University of Connecticut Health Center, to identify data trends and promote efforts for optimal Child First model outcomes. The Director of Data and QE will oversee the Child First Accreditation process and will work closely with the Clinical Informatics Manager around affiliate programmatic fidelity and quality enhancement efforts.

She/he will oversee the work of the Technology and Reporting Manager to ensure that the data output and reporting mechanisms associated with Child First Comprehensive and Abbreviated Client records (CFCR & CFAB) meet all internal and external reporting needs. The Director of Data & QE will oversee the transition from the Metrics and Assessment Scoring databases to CFCR & CFAB for monitoring of all implementation and outcome data. He/she ensures that funders and state contractors receive all required data reports by the required deadlines. He/she is responsible for providing any other data, statistics, analysis, and reports requested by the Child First National Program Office or funders.

Key Job Responsibilities

Departmental Oversight
- Coordinate all aspects of data management within Child First National Program Office (NPO)
- Ensure the data and reporting needs of the affiliate sites and NPO are met, while constantly working to enhance and promote the highest level of service quality and model fidelity
- Oversee the department’s development of a data dashboard for the NPO and affiliate sites with easy access and presentation of essential data at various levels across the national network
- Ensure current and available translations of Child First data into understandable documents (graphs, tables, charts, narratives) that can influence local and national policy around serving very vulnerable young children and families
- Manage all outside vendor relationships related to data collection, management, and analysis
- Develop processes and procedures to ensure optimal workflow among departmental staff
- Conduct annual staff performance reviews and address personnel issues as needed
Data, Quality & Reporting

- Oversight of all data, quality and reporting efforts of the Child First NPO and affiliate sites
- Review all affiliate required report submissions and submit all said reports to the various Child First funders and stakeholders based on contractual timelines
- Work with the various public and private entities around required data reporting and ad hoc data requests
- Oversee the Accreditation process for all affiliate sites and the subsequent approval and implementation of the Quality Enhancement Plans (QEPs)
- Work with Child First NPO Clinical Leadership to analyze data to answer questions about Child First impact and improve the Child First intervention
- Serve as lead contact to the Child First Research & Evaluation (R&E) Team at the University of Connecticut Health Center
- Work closely with the Child First R&E Team on the analysis and reporting of specific programmatic outcomes, baseline characteristics and performance indicators
- Work with National Program Office Clinical Team to discuss ongoing quality improvement efforts with individual affiliates and at Clinical Director meetings
- Develop surveys, questionnaires, reports, as indicated

State and National Responsibilities

- Work with administrators at the state agency level (both in CT and nationally) to access state administrative data in order to follow longitudinal outcomes for our children and families
- Serve as the Child First liaison to the independent research organization, who will evaluate Child First with a randomized control trial (RCT)
- Work with replication lead agencies and affiliate sites in other states to align their data systems with Child First and ensure that appropriate data is being collected
- Determine what variables are needed by the affiliate sites for inclusion into CFCR, including but not limited to, data required per state Medicaid regulations
- Work with replication states around the implementation of CFCR/CFAB and other data measures; and/or interoperability between Child First EHR and their data systems

Contracts and Privacy Compliance

- Serve as Privacy Officer for the Child First National Program Office and oversee all ongoing activities related to the development, implementation and maintenance of the practice/organization’s privacy policies in accordance with applicable federal and state laws
- In conjunction with the NPO executive leadership, work with legal counsel to ensure that the NPO maintains appropriate privacy and confidentiality of affiliates’ protected health information
- Work with NPO executive leadership to ensure that all contracts and business agreements include appropriate language pertaining to the protected health information and privacy policies
- Perform ongoing compliance monitoring activities
- Maintain current knowledge of applicable federal and state privacy laws and monitors advancements in information privacy technologies to ensure organizational adaption and compliance

Required Education and Skills

- Master’s Degree or above in public health, public administration, biostatistics, or other related field
- Experience managing and problem solving with large data sets using Excel, Access, Google Docs, SPSS, online survey tools (e.g. Survey Gizmo, Survey Monkey) and online database systems
• Keen analytic, organization and problem solving skills
• Excellent interpersonal skills and ability to work as a member of multiple teams
• A multi-tasker with the ability to respond to changing priorities in a fast-paced environment
• Ability to retrieve, analyze data, and report results, with excellent verbal and written communication skills
• Excellent time management skills and ability to meet rapid deadlines
• Willingness to travel throughout Connecticut, as well as out-of-state, to meet with affiliate sites and stakeholders to ensure all data needs are identified and addressed as needed
• Management of program implementation and quality improvement strategies required
• Privacy oversight experience a plus
• Personal qualities of integrity, credibility and a commitment to the mission of Child FIRST

Reports to
• Child First Chief Operating Officer

To Apply
• To submit an application, email a cover letter and curriculum vitae to: hr@childfirst.com
• Please include “Director of Data & Quality Enhancement” in the email’s subject heading.