



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
www.dfa.arkansas.gov

June 15, 2016

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Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Office of Health Information Technology (OHIT) for your review.

OHIT has requested the establishment of three new titles and four new positions from the central growth pool established by Ark. Code Ann. §21-5-225(b) which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

(7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.

The agency is requesting the classification listed below:

<u>Classification Requested</u>	<u>Grade Requested</u>	<u>No. of Positions</u>
HIT Interface Developer	N905	2
HIT Technical Director	N908	1
HIT Onboarding/Outreach/Training Coordinator	C129	1

The Office of Health Information Technology (OHIT) is requesting the three (3) new titles listed above, as well as four (4) Growth Pool Positions. The purpose of this request is to obtain a new positions and titles to decrease the amount spent on contract work, which is currently in the amount of \$2,439,411. If the agency's request is approved in full, the salaries and fringe would cost the agency a total of \$507,274, which is a savings of \$1,932,137.

The HIT Technical Director, N908, would be responsible for overseeing all aspects of the technical implementation of the health information exchange, or SHARE. This would include developing SHARE's technical specifications that are agnostic to all hospital information systems, electronic medical records, and health records systems. The HIT Interface Developers, N905, would be working with data mapping and interfacing with the healthcare provider systems. The HIT Onboarding/Outreach/Training Coordinator, C129, will serve in a customer recruitment aspect, as well as being responsible for all of the operational components of connecting to SHARE. The agency intends to use a current position classified as a Managing Attorney, C129, which is vacant to crossgrade and utilize as a second HIT Onboarding/Outreach/Training Coordinator. The SHARE program currently has a total of 511 facilities on board, with an additional 177 in the midst of implementation.

In addition to the new titles and additional positions, OHIT is also requesting Labor Market Rates for the HIT Technical Director, grade N908, up to the maximum pay level, or \$106,919, and the HIT Interface Developer, grade N905, up to the maximum pay level, or \$95,051. The agency believes that these salaries are mandatory to obtain qualified individuals that will stay at OHIT and not migrate to other positions in the private sector. If approved, the agency proposes to hire three of the existing contract workers into these new titles. This would be beneficial as they would not require any orientation and may continue their work with no interruption to the program.

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The Office of Personnel Management (OPM) has reviewed this request and **recommends** the approval of four (4) Growth Pool position for the classifications listed above. However, OPM **recommends** that the title of HIT Onboarding/Outreach/Training Coordinator be changed to HIT Business Coordinator. Finally, upon review and extensive research, OPM recommends approval of the Labor Market rate to the maximum for the classifications of HIT Technical Director, N908, and HIT Interface Developer, N905.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN - 3 2016

Date

KB/sd:1-3



The Prospect Building
1501 N. University Avenue
Suite 420
Little Rock, AR 72207

Office: 501.410.1999
Fax: 501.978.3940
Web: SHARArkansas.com



May 25, 2016

Kay Barnhill, Director
Office of Personnel Management
1509 West 7th Street
Little Rock, AR 72201

Dear Ms. Barnhill:

The Office of Health Information Technology (OHIT) is requesting the creation of four (4) new positions: a HIT Technical Director/Manager, two HIT Interface Developers and an HIT Outreach/Onboarding/Training Coordinator. These positions play a vital role in the technical development and implementation of the health information exchange (HIE), known as SHARE, as well as the recruiting, onboarding and training of new customers.

Currently OHIT is acquiring the services provided by the positions outlined above via consultant contracts. The contract value is approximately \$2,439,411. The positions requested above with fringe at the salaries requested will cost the agency approximately \$507,274 per year, which is a savings of \$1,932,137. This will be a significant saving to the agency and reduce the dependency on consultants providing vital services.

The HIT Technical Director/Manager is responsible for overseeing all aspects of the technical implementation of SHARE. This includes developing SHARE's technical implementation specifications that are agnostic to all hospital information systems, electronic medical records and health records system. This position participates in the review of OHIT's contracts with HIE technical vendors and sets the service levels with any vendors providing technical services. The successful candidate must manage the technical implementation team as well as serve as a HIT interface developer to connect SHARE's customer electronic medical records (EMRs) to the HIE. A working knowledge of EMR systems, as well as hands on knowledge about HIEs is required in order to continue the momentum gained by SHARE to increase the number of customers as much as possible.

The HIT Interface Developers are essential for the continued day to day technical implementation of SHARE customers. These two position must have at least 1 to 5 years of experience developing health language 7 (HL-7) interfaces and a least a working knowledge of consolidated clinical document architecture (CCDA) implementation. The level of expertise required for these positions will ensure not only a working knowledge of the technical components but also an understanding of the data that passes through the interfaces. This is important because of the level of data mapping required in order for the data exchange with SHARE to be normalized. Without the interface developers, SHARE will not be able to interface with the healthcare provider systems and will reduce the scope of services SHARE can provide.



SHARE is a product of the Arkansas Office of Health Information Technology



SHARE
State Health Alliance for Records Exchange

The Prospect Building
1501 N. University Avenue
Suite 420
Little Rock, AR 72207

Office: 501.410.1999
Fax: 501.978.3940
Web: SHAREarkansas.com

The HIT Outreach/Onboarding/Training Coordinator will serve in the role of customer recruitment. This coordinator must understand the value proposition SHARE has for any healthcare environment which includes provider practices, hospitals, Accountable Care Organizations and payers. SHARE provides efficiencies and enhances the healthcare system and without a working knowledge of the benefits that ensure there is a return on the investment in SHARE, customer recruitment will be difficult. This position is also responsible for all of the operational components of connecting to SHARE. This includes but is not limited to obtaining all legal agreements required, workflow analysis and redesign based upon incorporating SHARE into the day to day operations and patient consent training. These components provide a level of understanding of SHARE and how it affects the patient community without which SHARE's viability is in jeopardy because facilities would not utilize the system. Lack of utilization will affect OHIT's capacity for long term sustainability.

The creation of the positions requested will not only impact OHIT's ability to add new customers to SHARE but are also critical to OHIT maintaining the services and expansion of services to existing customers.

Listed below are the SHARE participants within the healthcare community by facility type as of May 1, 2016. These health care facilities depend upon SHARE to provide services to meet objectives related to improving health outcomes for patients but also to meet some of the payment improvement initiatives. OHIT is currently providing SHARE services to providers enrolled in Arkansas Medicaid's Patient Centered Medical Home (PCMH) program. SHARE also assists providers and hospitals with the ability to meet meaningful use requirements, which incentivize providers to adopt and utilize health information technology. SHARE also assists with public health and immunization registry reporting. Without the appropriate staff providing continued access to services, SHARE may not be able to continue providing this service.

Facility Type	Live (Using SHARE)	Implementing (In Progress)
Hospitals	34	8
Practices	411	150
Other (Nursing Homes, Pharmacies)	66	19

Your consideration of this request is greatly appreciated.

Sincerely,

Shirley Tyson
Interim Director/HIT Coordinator



SHARE is a product of the Arkansas Office of Health Information Technology



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0655	AR Office of Health Information Technology	05/25/16

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	HIT Interface Developer	N905	
	HIT Interface Developer	N905	
	HIT Onboarding/Outreach/Training Coordinator	C129	
	HIT Technical Director/Manager	N908	

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date

Agency Director	Date
Shirley Tyson	05/25/16



DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Personnel Management
Special Entry Rate Request - Labor Market Conditions

Agency Name AR Office of Health Information Technology						
Class Title HIT Technical Director/Manager		Grade N908		Class Code		
Current Entry Salary/Pay Level	Requested Entry Salary/Pay Level	Institutions Only Number of Positions			Agencies Only Number of Positions	
		Auth	Budgeted	Filled	Auth	Filled
\$85836.00	100,000					

If current employee is to be moved to the requested rate attach OPM 095.

Filled Positions by Pay Level				
Entry	Base	Mid-Point	Max	Career

Agency/Institution Personnel Representative	Date
Agency/Institution Head Shirley Tyson	Date 05/25/16

OFFICE OF PERSONNEL MANAGEMENT - ACTION

Attach Salary Survey:	
Reviewed by	Reviewed by:
OPM Personnel Representative	Date
Classification and Compensation Manager	Date