

Internship Title: Case Management and Investigation System (CMIS) Policy and Procedure Development Intern		Preceptor Name, Title: James Rivera, CMIS Coordinator	
Location (City/Region): Austin, TX/PHR 7	Division, Program: Regional and Local Health Operations (RLHO)/Analytics and Information Management Unit/RLHO Information Systems (RIS) Group	In Person: <input type="checkbox"/> None <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Fully	
Brief Description			
<p>The Policy and Procedure Development Intern assists the CMIS Coordinator in developing, implementing, and reviewing policies and procedures for CMIS, gaining valuable experience in collaboration, policy development and public health. CMIS is a complex electronic health record (EHR) system, containing confidential health information for over 200,000 people receiving services (>16,000 clients served since implementation in July 2024). It is used by more than 600 licensed users in 19 system-based worker roles who work in 10 different public health programs.</p>			
Hours/Week: <input type="checkbox"/> 5 – 10 <input checked="" type="checkbox"/> 10 – 15 <input type="checkbox"/> 15 – 20 <input type="checkbox"/> Variable		Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

Disciplines

<input type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input type="checkbox"/> Communication/Marketing	<input type="checkbox"/> Program Evaluation	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	<input type="checkbox"/>
<input checked="" type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Click or tap here to enter text.	

Internship Details

Intern Activities
<ul style="list-style-type: none"> Drafting new CMIS policy documents and procedural manuals and formatting existing documents to ensure clarity and organization. Working closely with various DSHS programs and CMIS users to gather input on policy and procedure needs and changes to ensure policies meet programmatic needs.

- Gathering feedback from users regarding policies and procedures, identifying potential issues or areas for improvement, and reporting findings to the CMIS Coordinator.

Intern Deliverables

- Create 3 new policies or procedural manuals.
- Create a meeting agenda and facilitate a stakeholder meeting to share policies and/or procedure manuals and request feedback.
- Create a final report and presentation with summary of findings

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

Applicant Qualifications

Required	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Click or tap here to enter text.
	Any other skills required (soft or technical) Ability to determine how multiple tables and data are connected for analysis
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Word <input type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications Click or tap here to enter text.
	Academic Level Click or tap here to enter text.
	Any other skills required (soft or technical) Click or tap here to enter text.

Application Instructions

Qualified and interested applicants must complete and submit the following items on the Survey Monkey [application](#):

<input checked="" type="checkbox"/> Survey Monkey Application	<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> Other documents: Click or tap here to enter text.
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	

Contact Information for Inquiries

Contact Name and Information	Name: Craig Gilden Credentials: MEd Title: Education Coordinator Email: internships@dshs.texas.gov
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