

Please complete the below template, using comments as guidance

Internship Title: Case Management and Investigation System (CMIS) Data Quality Assurance Intern		Preceptor Name, Title: Dan Dao, Health Informatics Specialist Ashley Gilliam, Health Informatics Specialist	
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: ☐ None ☐ Occasionally ☒ Frequently ☐ Fully	
Brief Description The CMIS Data QA Intern is responsible for ensuring data accuracy, consistency, and reliability by assisting in various quality assurance activities like testing, monitoring, and reporting for CMIS. 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, and it is comprised of more than 21 event categories, 470 forms and 4,000 back-end tables.			
Hours/Week: ☐ 5 – 10 ☒ 10 – 15 ☐ 15 - 20 ☐ Variable	Preferred Academic Level: ☐ Undergraduate ☒ Masters ☐ No Preference		

Disciplines

☒ Research/Data Analytics	☒ Epidemiology	☐ Health Promotion
☐ Communication/Marketing	☐ Program Evaluation	☐ Health Administration
☐ Environmental Health	☐ Biostatistics	☐
☐ Policy Analysis and Development	☐ Other: Click or tap here to enter text.	

Internship Details

Intern Activities
- Review CMIS data for accuracy and completeness this includes identifying - duplicate clients/persons - test records

- Out-of-bound dates: day of birth, visit dates, enrollment dates/
- Records missing critical information: client numbers, primary demographics
- Conduct basic data analysis to identify trends, inconsistencies and, areas for improvement and document findings
- Assist in the development and maintenance of a routine data QA process
- Discover connections between data shown in a web interface and how the data is stored in backend tables
- Work with staff in identifying metrics to include in the QA process
- Develop analysis methods to measure metrics. Use knowledge of the system and programs to fine-tune analysis to appropriately describe metrics.
- Write and execute test scripts

Intern Deliverables

- Identify 5 QA metrics to implement
- Identify the sources of data for QA metrics and the appropriate calculations for the metric
- Create a final report and presentation with summary of findings
- Documentation for all metadata related to the 5 new QA metrics created

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
	☒ Microsoft Office: ☒ Word ☒ Excel ☒ PowerPoint
	☒ Statistical Analysis applications (SPSS, STATA, etc.)
	☐ Tableau or similar applications
	☐ 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
	☐ Microsoft Office: ☐ Word ☒ Excel ☐ PowerPoint
	☒ Statistical Analysis applications (SPSS, STATA, etc.)

	☒ Tableau or similar applications
	☐ 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](#):

☒ Survey Monkey Application	☐ Letter of Interest	☐ Other documents: Click or tap here to enter text.
☒ Resume	☐ Writing Sample	

Contact Information for Inquiries

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