

STATE OF CALIFORNIA
 CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
 CDA 9003 (REV 7/16)

See CDA 9003-I for Instructions

1. INCUMBENT Vacant	2. EFFECTIVE DATE (MM/DD/YYYY)
3. DIVISION LONG-TERM CARE & AGING SERVICES	4. UNIT NAME COMMUNITY-BASED ADULT SERVICES
5. CLASSIFICATION Health Facilities Evaluator Nurse	6. POSITION NUMBER 797-790-8011-XXX

7. SUPERVISOR'S STATEMENT: I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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8. EMPLOYEE'S STATEMENT: I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

9. DESCRIPTION

Under the direction of the Policy Manager/Coach (Staff Services Manager II) and the operational direction of the Staff Services Manager I, the Health Facilities Evaluator Nurse (HFEN) is responsible for the performance of nursing service reviews, technical assistance, and quality assurance activities for the Community-Based Adult Services (CBAS) Branch. These responsibilities require a thorough understanding of the statewide CBAS program. The CBAS program provides health, therapeutic, and social services in a non-institutional day setting in order to restore or maintain the optimal capacity for self-care of frail older adults and younger adults with disabilities. There are approximately 240 licensed and certified CBAS centers statewide. The CBAS Branch certifies these centers for participation in the Medi-Cal Program. The HFEN will work in a team environment and in collaboration/coordination with CBAS Branch staff, CBAS center personnel, and other stakeholders.

Duties include:

70% Assessment and Compliance (responsibility for determination of center problems and program compliance):

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- Performs in-house and on-site nursing service reviews as part of the CBAS centers' certification. Determines that delivered services are appropriate to participants' needs and required to restore or maintain the participants' optimal capacity for self-care.
- Completes documentation and analysis of on-site review findings and prepares Statements of Deficiencies.
- Reviews CBAS center plans of correction for approval and monitoring.
- Provides technical assistance to provider personnel on CBAS program requirements.

10% Training (responsibility for providing training for the CBAS Branch, CBAS centers, and the public):

- Assesses the training needs of CBAS Branch and CBAS center staff, prior to developing training programs on subjects related to the CBAS program.
- Develops and implements training programs for CBAS providers and other stakeholders on CBAS program requirements.

10% Quality Assurance (responsibility for the development, review, and implementation of quality assurance tools and procedures):

- Collaborates with CBAS Branch staff to develop quality assurance tools and procedures to promote consistent levels of performance.
- Revises and updates CBAS program forms and policies, specifically as they relate to on-site monitoring processes, documentation, and the reporting and referral of findings.
- Participates with Branch staff in the collection and analysis of data regarding monitoring findings and provider compliance with CBAS program requirements.

5% Collaboration and Referral (responsibility for collaborating with other State departments and providers for referral and resolution of cross-cutting issues):

- Consults with the California Department of Public Health Licensing and Certification, and the Department of Health Care Services Audits and Investigations

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and Medi-Cal Operations Divisions on CBAS Branch monitoring findings and their appropriate referral and resolution.

- Participates in interdepartmental and provider workgroups related to the development and enforcement of CBAS program standards and reforms.

5% Policy, Procedures, and Regulations (responsibility for development, review, and implementation of program requirements):

- Prepares issue memos, policies, procedures, and legislative analyses, as necessary, to support the CBAS program.
- Participates in the development of regulations, procedure letters, and other documents necessary to implement the CBAS program.
- Initiates verbal and written communications with CBAS providers, State department personnel, and other stakeholders in the CBAS program.

Special Requirements:

- Current California Registered Nurse license

Working Conditions:

- Statewide travel up to 40 percent yearly
- Ability to lift 25 pounds

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1. INCUMBENT Vacant	2. EFFECTIVE DATE (MM/DD/YYYY)
3. DIVISION LONG-TERM CARE & AGING SERVICES	4. UNIT NAME COMMUNITY-BASED ADULT SERVICES
5. CLASSIFICATION NURSE EVALUATOR II	6. POSITION NUMBER 797-790-8144-XXX

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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9. DESCRIPTION

Under the direction of the Policy Manager/Coach (Staff Services Manager II) and the operational direction of the Staff Services Manager I, the Nurse Evaluator II (NE II) is responsible for the performance of nursing service reviews, technical assistance, and quality assurance activities for the Community-Based Adult Services (CBAS) Branch. These responsibilities require a thorough understanding of the statewide CBAS program. The CBAS program provides health, therapeutic, and social services in a non-institutional day setting in order to restore or maintain the optimal capacity for self-care of frail older adults and younger adults with disabilities. There are approximately 244 licensed and certified CBAS centers statewide. The CBAS Branch certifies these centers for participation in the Medi-Cal Program. The NE II will work in a team environment and in collaboration/coordination with CBAS Branch staff, CBAS center personnel, and other stakeholders.

Duties include:

70% Assessment and Compliance (responsibility for determination of center problems and program compliance):

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- Performs on-site nursing service reviews as part of the CBAS centers' certification. Determines that delivered services are appropriate to participants' needs and required to restore or maintain the participants' optimal capacity for self-care.
- Completes documentation and analysis of on-site review findings and prepares Statements of Deficiencies.
- Reviews CBAS center plans of correction for approval and monitoring.
- Provides technical assistance to provider personnel on CBAS program requirements.

10% Training (responsibility for providing training for the CBAS Branch, CBAS centers, and the public):

- Assesses the training needs of CBAS Branch and CBAS center staff, prior to developing training programs on subjects related to the CBAS program.
- Develops and implements training programs for CBAS providers and other stakeholders on CBAS program requirements.

10% Quality Assurance (responsibility for the development, review, and implementation of quality assurance tools and procedures):

- Collaborates with CBAS Branch staff to develop quality assurance tools and procedures to promote consistent levels of performance.
- Revises and updates CBAS program forms and policies, specifically as they relate to on-site monitoring processes, documentation, and the reporting and referral of findings.
- Participates with Branch staff in the collection and analysis of data regarding monitoring findings and provider compliance with CBAS program requirements.

5% Collaboration and Referral (responsibility for collaborating with other State departments and providers for referral and resolution of cross-cutting issues):

- Consults with the California Department of Public Health Licensing and Certification, and the Department of Health Care Services Audits and Investigations and Medi-Cal Operations Divisions on CBAS Branch monitoring findings and their appropriate referral and resolution.

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- Participates in interdepartmental and provider workgroups related to the development and enforcement of CBAS program standards and reforms.

5% Policy, Procedures, and Regulations (responsibility for development, review, and implementation of program requirements):

- Prepares issue memos, policies, procedures, and legislative analyses, as necessary, to support the CBAS program.
- Participates in the development of regulations, procedure letters, and other documents necessary to implement the CBAS program.
- Initiates verbal and written communications with CBAS providers, State department personnel, and other stakeholders in the CBAS program.

Special Requirements:

- Current California Registered Nurse license

Working Conditions:

- Statewide travel up to 40 percent yearly
- Ability to lift 25 pounds

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