STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2019)

See CDA 9003-I for Instructions

1. INCUMBENT **VACANT**	**2. EFFECTIVE DATE (MM/DD/YYYY)** **TBD**
3. DIVISION Division of Home and Community Living	**4. UNIT NAME** Community-Based Adult Services Branch
5. CLASSIFICATION Staff Services Manager II (Supervisor)	**6. POSITION NUMBER** 797-790-4801-002

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
Irene Walela		

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

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 Deputy Director, Division of Home and Community Living, a CEA B, and in collaboration with the Community-Based Adult Services (CBAS) Policy Manager (SSM II), this position manages a portion of the CBAS Program, which serves older adults and adults with disabilities throughout the state. The SSM II has primary responsibility to act as the Field Support Manager for the CBAS Field and Policy Support (FPS) Team. In addition, the position has responsibility for setting statewide policy for the following core functional areas: 1) Implementing the agreements between the California Department of Aging (CDA) and the Department of Health Care Services (DHCS) and the California Department of Public Health (CDPH) for administration of the CBAS Program, including certification activities and internal system improvement; 2) setting and interpreting CBAS Program policy; 3) statewide program training and improvement; and 4) coordinating and collaborating with DHCS, CDPH, and other state and federal entities on the administration and oversight of the CBAS Program, including taking adverse actions and implementing new and existing federal and state mandates.

40% Program Leadership & Oversight

- Plans, organizes, and directs the ongoing activities of the CBAS FPS Team. These activities include:
    1) Development and implementation of Administration sponsored legislation, regulations, and program requirements associated with the initial and renewal certification of CBAS centers
    2) Administrative functions related to certification of CBAS providers
        - Processing and approval of all certification documents for initial certification, certification renewal, and other certification-related actions including but not limited to

change of ownership, change of location, corporate and center name changes, and voluntary and involuntary center closure
- Notification of identified high-risk providers of fingerprint clearance background check requirements
- Verifying that applicants accurately disclose required information and meet standards for participation in the Medi-Cal program
- Issuance of "Medicare/Medicaid Certification and Transmittal" (C&T) forms in accordance with established policy
- Provision of certification documentation to DHCS Provider Enrollment Division for the purpose of updating the CBAS provider records in the Medi-Cal Provider Master File
- Provision of notification and supporting documentation to DHCS regarding denial of initial certification, denial of renewal of certification, or termination of certification
- Initial certification surveys of new CBAS providers prior to certification and issuance of reports of survey findings, pursuant to established protocol
- Adverse action against CBAS providers and prospective providers, including denial of application for certification, non-renewal of certification, and termination of certification. Provision of written notification and coordination with DHCS Integrated Systems of Care Division and Office of Hearings and Appeals on appeals of certification decisions

3) Data and Reporting
   - Maintanence of selected statistical information on CBAS centers and participant demographics
   - Maintanence of CBAS center information, including but not limited to center address and contacts, hours of operation, languages spoken and specialty populations served, and compliance/performance data
   - Making CBAS data available to the public on the CDA website
   - Ensuring timely submission and review accuracy of monthly provider reports of participant enrollment and attendance, and biannual reports of participant characteristics
   - Providing reports to state and federal agencies as required by law, waiver requirements, and as requested.
   - Oversight of CBAS Branch database development, maintenance, and changes
4) Technical assistance and training of providers
   - Maintaining relevant CBAS forms, manuals, website links, training modules, and supplemental information on the CDA website
5) Communication and collaboration
   - Developing and distributing regular updates to CBAS providers, managed care plans, and interested parties via electronic newsletter
   - Developing and distributing policy and procedural clarification via All Center Letters (ACL)
   - Developing and revising CBAS forms, manuals, and public information materials, in consultation with DHCS
   - Responding to Public Record Act requests
   - Representing the state in conferences, trainings, and meetings held by provider representatives such as the California Association for Adult Day Services (CAADS), local CBAS coalitions, and by managed care plans, as requested

  - Provide copies of certification correspondence and reports issued to providers by CDA in a timely manner to managed care plans, CDPH, and DHCS available electronically or in hard copy upon request
  - Consultation and coordination with CDPH Licensing on issues and processes related to ADHC licensing and CBAS certification that affect state operations of each program (via regular meetings with CDPH Centralized Applications Branch)
- Develops and implements CDA/DHCS Interagency Agreement revisions in coordination with DHCS
- Implements federal and state requirements pertaining to Medi-Cal provider screening and enrollment
- Actively monitors progress of federal initiatives and acts as a liaison with the federal Centers for Medicare & Medicaid Services (CMS), DHCS and CDPH
- Represents CDA in forums with federal, state, and local agencies including DHCS, CDPH, provider groups, advocate groups, and CMS
- Functions as an expert witness in provider adverse action hearings with DHCS, CDPH, and CDA
- Coordinates with other CDA staff, leadership and teams on program and fiscal issues
- Provides direction to Health Programs Specialist I (HPS I) and other staff for analysis and implementation of legislation, participates in meetings with DHCS and CDPH and in legislative deliberations
- Provides direct oversight of Branch data collection, analysis, reporting, and data management system

25% Staff Management:

- Directly supervises one HPS I, one Staff Services Manager I (SSM I), one Retired Annuitant Nurse Evaluator II (NE II), and two Associate Governmental Program Analysts.
- Encourages team building, facilitates cross training and promotes continuous improvement.
- Identifies Team and individual training needs and facilitates training.
- Fosters creative decision making and problem solving and provides continuous feedback to Team members.
- Performs CBAS FPS Team management responsibilities, including performance appraisals including probation reports, timesheet approval, classification management, and disciplinary actions.

20% Program Policy Development

- Formulates and administers departmental policies associated with the Medi-Cal CBAS Program

- In conjunction with the CBAS Policy Manager, oversees the formulation and updating of policies and procedures for the CBAS Program, including those related to services, operations, contractual and financial operations, demonstration project activities, and management information.
- Makes recommendations and advises the Deputy Director, Division of Home and Community Living, on program and policy issues and proposed provider adverse actions

15% Other Duties:

- Participates with the Department's senior and Executive management in strategic planning and the development of the State Plan on Aging.
- Advises and consults with Deputy Director and key Departmental staff to ensure that open and constructive business relationships are maintained.
- In conjuction with the CBAS Policy Manager, creates and monitors the CBAS Program objectives and action plans to ensure success in accomplishing the Department's mission.
- Represents the Deputy Director at various meetings, as needed.
- Serves as backup to Field Ops Manager, as needed

Working Conditions:

- Due to the COVID-19 pandemic, CDA staff are temporarily working remotely per the state's emergency telework policy until further notice. The physical work location of the position is designated at the department's headquarters location, a two-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e. Zoom, WebEx, MS Teams, etc.) or in person.
- Moderate statewide travel – up to 20 percent.

Desirable Qualifications:

- Experience with, and knowledge of, the health care and social issues of older persons, persons with disabilities, and family caregivers
- Knowledge of California Department of Aging services to older adults, people with disabilities and families/caregivers, and particularly the CBAS program
- Experience in robust collaboration with stakeholders, including excellent written and verbal communication and presentation development and delivery
- Experience with managing and leading on sensitive issues in a changing and fast-paced environment
- Experience in cross systems collaboration within a department and across departments
- Experience in fostering a team environment and/or employee morale
- Demonstrated ability to develop and execute innovative ideas/solutions
- Conversant in Medi-Cal program benefits and requirements
- Ability to work independently and collaboratively in a team setting
- Computer skills, including the ability to use Word, Excel, and PowerPoint