

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

5/11/2016

2. Department

Department of Developmental Services

3. Organizational Placement (Division/Branch/Office Name)

Community Services Division, Program and Policy Branch

4. CEA Position Title

Branch Chief, Program and Policy Branch

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The Branch Chief (CEA) will oversee the Community Living, Work Services, Quality Management, and Foster Grandparents/Senior Companion Programs. In this role, the Branch Chief formulates, develops and implements policies associated with these programs and assists the Deputy Director in providing oversight to the 21 regional centers and ensuring compliance with applicable laws, regulations and contract provisions. The Branch Chief will also ensure compliance with federal and state regulations and guarantee the successful continuation of these programs, as the DDS moves towards community based care. These programs are an integral part of the DDS, whose mission is to provide services and supports to individuals with developmental disabilities.

6. Reports to: (Class Title/Level)

Deputy Director, 2nd organizational level

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st 2nd 3rd 4th 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the general direction of the Deputy Director, Community Services Division, the Branch Chief will formulate, develop, implement and promulgate policies associated with the Community Living, Work Services, Quality Management and Foster Grandparent/Senior Companion programs.

The Branch Chief will develop quality management initiatives and policies targeting individuals currently residing in the community and those transitioning from developmental centers into the community. The Branch Chief will constantly provide clarification about expected outcomes and ensure these objectives are accomplished. This includes, transitional planning, scheduling of time lines, monitoring/reporting on progress towards outcomes to a variety of internal and external stakeholders, and achievement of outcomes.

The Branch Chief will also oversee the Work Services and Foster Grandparent and Senior Companion Programs. In this role, he/she will formulate, develop and administer policies that guarantee the DDS' adherence to AB 1041, which requires the DDS to address the employment needs of persons with developmental disabilities and work to improve employment opportunities for those with developmental disabilities. He/she will work with the Department of Rehabilitation and RCs to develop, maintain, and monitor Supported Employment Programs, and ensures programs operate in accordance with federal and state laws.

In addition, the Branch Chief oversees the Community Living Program. He/she will formulate, develop and administer policies to optimize the program and participate in the design and phase-in plan for continuums. The Branch Chief will work with designated agencies to implement community living continuums throughout the state. Living options include, but may not be limited to: specialized residential facilities, adult residential facilities for persons with special health care needs; delayed egress/secured perimeter homes, enhanced behavioral supports homes, community crisis homes, health and nursing facilities, parent/family member's home, independent living skills, supported living services, and family home agency. The Branch Chief will also serve as an expert liaison, relaying information and progress to various stakeholders, and State Departments, including the California Departments of Social Services, Rehabilitation, Health Care Services and Public Health.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Department of Developmental Services (DDS) is committed to providing leadership that results in quality services to the people of California and assures the opportunity for individuals with developmental disabilities to exercise their right to make choices. There are two major programs administered by DDS. The Community Services Program administers contracts with 21 private, non-profit regional centers statewide, which provide and coordinate services at the local level for approximately 290,000 individuals with developmental disabilities living in the community. The Developmental Services Program provides 24-hour direct care and treatment services through three State-operated DCs and one State-operated community facility to approximately 1,000 residents.

Closure of the DCs significantly impacts both DDS programs. The ability to meet the specialized needs of the DC residents, including comprehensive assessments of each individual and person-centered planning, requires intensive preparation and community resource development by the regional centers. The 2015-16 budget includes \$115.9 million for resource development and related expenditures under the Community Placement Plan (CPP), which impacts the Community Living, Work Services, and Quality Management programs. Through the combined efforts of RCs, hundreds of projects are underway to identify and develop the full array of necessary services, including development of residential homes, community crisis facilities and teams, clinical support services, transportation, training, day employment services.

The DDS has a statutory responsibility to ensure that individuals with developmental disabilities live in the least restrictive setting, appropriate to their needs. The DDS is heavily involved in providing technical assistance, training regional centers and service providers, reviewing and approving program designs, developing and monitoring quality assurance systems and other tasks associated with community resource development and consumer transitions.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

As the result of years of emphasis on community integration and serving individuals with developmental disabilities in the least restrictive environment appropriate for the person, the populations in large, State operated facilities have drastically declined. The trend away from large, congregate developmental centers to more independent living, facilitates a need for community centered programs and greater use of RCs.

The DDS has statutory responsibility to ensure that individuals with developmental disabilities live in the least restrictive setting, appropriate to their needs. Under the authority of Welfare and Institutions Code, Section 4418.25, the DDS is responsible for establishing policies and procedures for the development of an annual CPP by the regional centers (RC). The CPP is designed to assist RCs to provide the necessary services and supports for individuals with challenging service need to transition to and be supported in the community.

The DDS' quality management work and efforts have expanded both in size and importance with the pending closure of the three remaining developmental centers, to include the Secure Treatment Area of Porterville Developmental Center. Ensuring the ongoing and improvement of quality assessment and management is crucial to DDS' success in transitioning individuals to the community from more restrictive models of care. The number of Adult Residential Facilities for Persons with Special Health Care Needs continues to increase statewide, requiring additional nursing staff and monitoring.

With these transitions, it has become necessary for the DDS to hire staff with expertise in effective behavioral interventions. There have been increases in the number of homes DDS is required to monitor, including the development of the Enhanced Behavioral Supports Homes, which under Welfare and Institutions Code 4684.80, are facilities that are certified by the State Department of Developmental Services and licensed by the State Department of Social Services. These are adult residential facilities or group homes that provide 24-hour non-medical care to individuals with developmental disabilities who require enhanced behavioral supports, staffing, and supervision in a homelike setting and are eligible for federal Medicaid home- and community-based services funding.

In addition to Enhanced Behavioral Supports Homes, the DDS is responsible for developing regulations for another new model of care, Community Crisis Homes. Beyond promulgating regulations, the DDS will need to provide training and technical assistance to RCs and services providers, and will be responsible for monitoring these homes once operational.

These changes have also increased the need for Community Services Division to provide leadership and ensure successful and complete implementation. In addition, as the Community Services Division has exponentially increased in staff, in order to meet new statewide requirements and initiatives. All of these changes necessitate the need for a Branch Chief who is familiar with the laws and regulations of these many programs, as well a knowledge and experience working with individuals with developmental disabilities, their family members, and other interested stakeholders to develop and implement effective policies and processes, and provide specialized program leadership within the Community Services Division.

In addition to the necessary community resource development, in recent years, the issues surrounding developmental center closures have become increasingly complex and controversial. The Branch Chief is critical to DDS' ability to address these issues to ensure continuity of care in the community.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Branch Chief will be responsible for developing, implementing, maintaining, and promulgating policies that impact over 50 Adult Residential Facilities for Persons with Special Health Care Needs (ARFPSHN) statewide. These homes are critical to the RC's ability to meet the needs of individuals with very complex medical needs. These policies will need to align with Section 1567.50 of the Health and Safety Code, that dictates that the DDS implement the pilot project to test the effectiveness of licensing program to provide special health care and intensive support services to adults in homelike community settings. The Branch Chief will also oversee the approval process for ARFPSHN. In addition, the Branch Chief will work with the State Department of Social Services to ensure the license approval process for these facilities are completed in accordance with Section 4684.50 of the Welfare and Institutions Code.

Also, the CEA will be responsible for developing, implementing, maintaining, and promulgating policies and full decision making authority for the State's new Enhanced Behavioral Supports Homes and Community Crisis Homes. These homes are facilities certified by the DDS and licensed by the State Department of Social Services pursuant to Health and Safety Code, Section 1567.62, which governs adult residential facility or group homes that provide 24-hour non-medical care to individuals with developmental disabilities who require enhanced behavioral supports, staffing, and supervision in a homelike setting. There are specific requirements for each home and they are eligible for federal Medicaid home and community based services funding. The Branch Chief will be responsible for guaranteeing that policies are aligned with state and federal laws, and ensuring optimal use of federal funds for each home.

In addition, the CEA will have policy and decision making authority for the DDS' Competitive Integrated Employment program. In accordance with WIC, Section 4868, the Branch Chief will oversee the program and work with committees and stakeholders who are responsible for identifying the respective roles and responsibilities of state and local agencies in enhancing integrated and gainful employment opportunities for people with developmental disabilities; identifying strategies, best practices, and incentives for increasing integrated employment and gainful employment opportunities for people with developmental disabilities; recommending goals for measuring employment participation and outcomes for various consumers within the developmental services system, and recommending legislative, regulatory, and policy changes. These policies shall be developed based on the intent that services and supports be available to enable persons with developmental disabilities to approximate the pattern of everyday living available to people without disabilities of the same age and that support their integration into the mainstream life of the community, and that those services and supports result in more independent, productive, and normal lives for the persons served.

These programs are fundamental to the DDS' and RC's ability to ensure a full continuum of services in the community, particularly for individuals with intense behavioral needs and/or those in need of crisis stabilization.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

Although the CEA reports to the deputy director and is responsible to keep the deputy apprised of issues and policy decisions, given the size and scope of the Community Services Division's responsibility and the size of California's system of services and supports, the CEA is responsible to make daily decisions regarding the areas under his/her purview. These decisions can have limited, local impact or have statewide consequences and impact the quality of life for multiple individuals.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA will be developing, interpreting and implementing both new and existing policy. There are many large and small policy decisions that arise and the CEA must be able to make these calls and know when an issue should be elevated to others for decision making.