

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

2018-01-31

2. Department

Department of Developmental Services

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

Community Services Division / Office of Federal Programs and Fiscal Support

4. CEA Position Title

Assistant Division Chief, Federal Fiscal Programs

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

The CEA position will be responsible for the specialized fiscal components of all federal programs including fiscal compliance and reimbursement projections, and negotiating with the Centers for Medical and Medicaid Services (CMS) on waiver and state plan amendment (SPA) renewals to secure continued receipt of federal funds. In addition, the position will provide oversight and management of Health and Safety fiscal monitoring reviews, and collaborate with the Information Technology Division on the development of a Self-Determination Program budgeting system and replacement waiver system.

6. Reports to: (Class Title/Level)

Assistant Deputy Director, Community Services Division (CEA Level B)

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): Will advise the Directorate and Executive Staff on all matters related to federal fiscal compliance.

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.

Coordinate with DHCS and CMS to secure approval and ongoing renewals of State Plan amendments and HCBS Waivers and provide direction to Department staff in the development of applications for federally funded programs.

Consult with and prepare reports for Executive Staff, Department of Finance, the Legislature, DHCS, and others regarding federal reimbursement projections.

Oversee the development of required fiscal and program compliance reporting.

Implement and revise, as needed, policies, procedures and activities related to the review of requests for provider rate adjustments consistent with statute. Coordinate with other Department staff to present recommendations to the Director based on these reviews.

Collaborate with the IT Division to develop and provide ongoing monitoring of automated systems for claiming, tracking and reporting federal reimbursements for all sources.

Coordinate with the Federal Office of Special Education Programs, The California Department of Education, Regional Centers and other contractors, including Family Resource Centers, to implement, monitor and revise policies and procedures for claiming federal grant funding for the Early Start Program.

**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:

In 2014, CMS published final regulations affecting 1915(c) Waiver programs, 1915(i) State Plan programs and 1915(k) Community First Choice State Plans for Home and Community Based Services (HCBS) provided through Medicaid (Medi-Cal in California). The purpose of the regulations is to provide HCBS to individuals in integrated settings that support full access to the greater community, including opportunities to seek employment and work in competitive and integrated settings, engage in community life, control personal resources and receive services in the community, to the same degree as individuals who do not receive HCBS. In response to the new regulations, a Statewide Transition Plan was submitted to CMS that describes California's commitment to and plan for achieving compliance before March 17, 2019. The Assistant Deputy Director for the Office of Federal Programs and Fiscal Support (OFPFS) spends a significant amount of time coordinating with DHCS, responding to CMS questions on the Statewide Transition Plan, providing guidance to regional centers and reviewing provider proposals for funds. The work effort is significantly greater than anticipated with the critical need to implement training and transition strategies.

**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.

The Assistant Deputy Director for the Office of Federal Programs and Fiscal Support (OFPFS) spends a significant amount of time coordinating with DHCS, responding to CMS questions on the Statewide Transition Plan, providing guidance to regional centers and reviewing provider proposals for funds. The work effort is significantly greater than anticipated with the critical need to implement training and transition strategies. A need for another policy-level CEA position to share the workload of the Waiver and SPA requirements was identified to ensure continuation of federal fiscal funding that is critical for the delivery of services to over 300,000 individuals with developmental disabilities in California.

### 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.

Policy Areas are:

HCBS, federal fiscal compliance and Medicaid integrity to ensure DDS is able to obtain and maintain federal approval for reimbursements.

Develop Waiver "Targets" for Regional Centers to ensure maximum federal reimbursement and identification of other opportunities to obtain federal reimbursements.

Identification of Rate Study impacts and changes in laws and regulations that may affect rates and eligibility for services to ensure compliance with requirements for federal financial participation.

**C. ROLE IN POLICY INFLUENCE (continued)**

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

This position has a broad scope and nature of decision-making authority in the area of federal fiscal compliance. As the subject matter expert in federal fiscal compliance and in consultation with the ADD and the Deputy Director, this position will develop and implement the policies and initiatives in all areas related to federal fiscal compliance. CMS has been slow to issue definitive and specific guidance on how states must redesign services and programs to meet the new rules. It is critical that we provide leadership in the development and implementation of these program redesigns in the 21 regional centers and ensure timely and accurate policy guidance for the continuation of federal reimbursements so that California is able to provide services to over 300,000 persons with developmental disabilities.

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

The CEA position will both develop and implement new policies and also interpret and implement existing policies. There are current policies related to federal fiscal compliance that must be interpreted and implemented regularly. There is also a significant need to develop and implement new policies as the laws, regulations, and guidelines from CMS change and impact the State's federal financial participation. In addition, this position will provide needed fiscal policy expertise to the Community Services Division in other areas such as health and safety requests, regional center fiscal monitoring reviews and collaboration with the IT Division the continued development of automated systems to track federal reimbursements.