

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

11/25/2019

2. Department

California Correctional Health Care Services (CCHCS)

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

Corrections Services

4. CEA Position Title

Associate Director, Licensing and Compliance

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

The CCHCS proposes to establish the above position to the Career Executive Assignment (CEA) category. This CEA Position Request Form will serve in establishing the allocation. The incumbent will be responsible for providing leadership, direction, management, and oversight to the Licensing and Accreditation Unit (LAU), and Joint Commission Unit (JCU). These program areas directly impact the Division's goal to reduce avoidable patient morbidity and mortality and protect public health by providing inmates timely access to safe, effective, and efficient care, and integral delivery of medical care within the mental health, dental, and disability programs.

6. Reports to: (Class Title/Level)

Deputy Director, Corrections Services

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 direction of the Deputy Director, Corrections Services, the Associate Director, Licensing and Compliance is responsible for carrying out the administrative and support functions of Corrections Services. In this capacity, the incumbent oversees the LAU and the JCU. The incumbent will be responsible for the oversight and direction of all the programs' activities including the development of all policies and protocols and advises the executive leadership on major policy, program, and organization issues.

Essential functions include the following:

Ensures Department-wide policies are consistent with the mission of the Department as well as the direction provided by the Executive Office. Directs the development and revisions of Department policies and standards related to the responsibilities of Corrections Services in a manner consistent with State and federal law. This position serves as an advisor to executive management and provides guidance, policy direction, coordination, and oversight to the LAU and JCU programs.

Provides oversight for all administrative functions including, but not limited to, budgets, contracts, and procurement for designated program areas; implements the Executive Office's and Director, Corrections Services' directives relating to administrative and support operations to ensure compliance with the Joint Commission (JC) standards to measure, assess, and improve performance at the health care facilities and the institutions. Participates in high-level internal and external policy workgroups and teams to address mission-critical challenges and/or concerns.

Works collaboratively with executive management in formulating short and long-range goals, as well as readiness assessments for compliance audits and inspections from various internal and external entities; responsible for leading and/or assisting Chief Executive Officers (CEO) and Wardens in system-wide activities to evaluate and improve adherence to the JC accreditation standards and CCHCS policies and procedures, including ongoing readiness for accreditation surveys and/or regulatory compliance reviews; identifying barriers and opportunities for improved efficiency through program evaluation, data gathering and analysis, and cost benefit analysis; recommends necessary changes to laws, rules, regulations, policy and procedures; and monitoring compliance with all laws, rules, regulations, and policies related to institutional Health Care Services.

Assists the Deputy Director, Corrections Services as requested, to maintain a high level of Department operational function and efficiency. Acts on behalf of the Deputy Director, Corrections Services as requested.

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: Corrections Services plays a vital role in ensuring the requirements and direction provided by the Executive Office are executed and managed to meet the Department's mission. The Associate Director directs the operations of two program areas to monitor compliance with Department policy, mitigate court involvement, and pro-actively resolve obstacles which could impede the transition plan to restore health care operations under the authority of California Department of Corrections and Rehabilitation (CDCR).

The LAU program provides oversight of 22 licensed health care facilities to monitor compliance within California Code of Regulations (CCR), Title 22 & 24, CCHCS/CDCR departmental policies and procedures, and court mandates. The program ensures that all 22 licenses are up to date and maintained yearly, assists the institution with program waivers, flexes and alternate methods of compliance when the program is not able to meet CCR, Title 22 & 24 regulations, and responds to California Department of Public Health regarding clarifications of CCR, Title 22. This type of effort requires timely and accurate responses to appropriately coordinate and manage patient treatment, and reduce risk to the patient.

The JCU program ensures the system-wide activities to evaluate and improve adherence to the JC accreditations surveys and/or regulatory compliance reviews.

The two programs under the CEA play a critical role in ensuring the Department meets the goal to reduce avoidable morbidity and mortality, and protect public health by providing inmates timely access to safe, effective and efficient care, and integral delivery of medical care within the mental health, dental, and disability programs.

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.

There has been an increased need within Corrections Services to provide oversight and support to the Department's assigned objectives to ensure compliance with the JC standards to measure, assess, and improve performance of the health care services at the institutions by focusing on the organizational functions essential to providing safe and high-quality patient care.

CCHCS will be redirecting LAU to report to Corrections Services, previously under the Mental Health program. Additionally, the realignment of programs reporting to the Associate Director, Licensing and Compliance includes LAU and JCU.

The Associate Director, Licensing and Compliance will provide necessary oversight and decision-making authority needed to appropriately manage these two programs under the direction of the Deputy Director, Corrections Services. Corrections Services currently manages a large number of extremely complex and sensitive programs that directly impact the organization's ability to meet its long-term goals. To properly manage these two programs, establishment of a CEA position is required to provide the incumbent the authority to directly influence policies and manage programs effectively.

The JCU is a critical initiative for the Department. Recently the California Institution for Women (CIW) received accreditation from the JC. The Division's goal is to gain and maintain JC accreditation for the remaining 34 institutions. The JC is an independent, not-for-profit organization that accredits and certifies more than 22,000 health care organizations in the United States. Its work focuses on ensuring patients get the safest, highest quality, best-value health care. In order to promote quality health care and adherence to JC standards, the Associate Director, Licensing and Compliance will have statewide scope to ensure institutions are meeting JC standards. In addition, the Associate Director will coordinate with various divisions and disciplines, CDCR, and other programs to ensure compliance with JC standards.

In order to maintain the JC accreditation, the Associate Director, Licensing and Compliance will work collaboratively with executive management to ensure CCHCS policies and procedures have been developed and identify barriers to improve compliance with JC standards for all institutions statewide.

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 following areas over which the CEA position will be the principle policy maker are:

The Associate Director, Licensing and Compliance will be responsible for ensuring policy oversight, development, auditing, and compliance related to Licensing requirements outlined in CCR, Title 22 & 24. This includes the statewide and local Health Care Policies and Procedures. These policies govern all provisions of healthcare to include Medical, Dental, and Mental Health.

The Associate Director, Licensing and Compliance will have statewide impact on the required policy oversight including the delivery of quality health care assurance and the Department's goal to obtain a community standard of cleanliness and sanitation.

The Associate Director, Licensing and Compliance will ensure that statewide licensed medical facilities are in compliance with the JC standards and is within the required guidelines and mandates governed by CCR, Title 22 & 24. Compliance of licensed facilities ensure delivery of required care and standards consistent with State and federal laws and mandates. Compliance with these mandates, laws, and regulations is a licensing requirement, and without it, the facilities' licensed hospitals would be closed, and patient access to care would be severely compromised.

The Associate Director, Licensing and Compliance will ensure new standards are implemented by developing policies and procedures at all institutions statewide. These policies will include general survey policies and policies to assist institutions in meeting compliance with JC standards.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Associate Director, Licensing and Compliance has a significant role in the development, implementation, and evaluation of the LAU and JCU policies and program direction pertaining to the Department's overall mission, including responsibility to recommend, advise, and provide assistance to the Deputy Director, Corrections Services. The position ensures the Department is adhering to all CCR requirements, and any other federal and State-level regulations and policies.

The Associate Director, Licensing and Compliance will have the authority to directly influence program operations pertaining to the Division's goal to reduce avoidable morbidity and mortality, and protect public health by providing inmates timely access to safe, effective, and efficient care.

The Associate Director, Licensing and Compliance will have full decision-making authority and will interact with various levels of executive management including, but not limited to, Director, Corrections Services, Mental Health Services Division, Utilization Management, Medical Services, Business Services, Staff Development, and Labor Relations.

The Associate Director, Licensing and Compliance will interact with California Prison Industry Authority and other Health Facilities Management related program areas outside of CCHCS including, but not limited to, Division of Adult Institutions and CDCR. Due to the nature of the work in the two programs areas, there will be consistent interaction with various levels of executive management at the institutions, both custody staff and health care staff, such as the Wardens, CEOs, Associate Directors, Deputy Directors, and other executive management positions.

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

The Associate Director, Licensing and Compliance will be responsible for the development, interpretation, and implementation of new policies, as well as revising, interpreting, and implementing existing policies based on current trends in the health care delivery system.

Both major program areas reporting to this position are in evolving program areas that require the direction and input from executive management on either updating existing policy or creating new policy. The two program areas ensure compliance of regulations and mandated policy through validated audit tools and ongoing monitoring and compliance efforts. This position establishes auditing standards and methodologies to ensure compliance, informing decision makers, executives, and stakeholders of results. These auditing results are essential for identifying key performance indicators, trends, and solutions using a method that creates viable and validated metrics that quantifies program success and improvements.

LAU – The oversight of LAU must meet the compliance requirements set forth by the CCR, Title 22 & 24. This position will be key in interpreting existing requirements and ensuring the Department is in compliance.

JCU – To provide the correct oversight of this program, the Associate Director will provide leadership to ensure compliance of the requirements set forth by the JC accreditation standards. This position will develop and revise CCHCS policies and procedures for accreditation surveys and/or regulatory compliance reviews.