

☐ Current  
☒ Proposed

Civil Service Classification: Nurse Evaluator II  
Working Title: Nurse Evaluator II/MSSP Nursing Operations Bureau  
Division Branch Name: Division of Home and Community Living  
Incumbent: Vacant  
Position Number: 797-711-8144-005  
Effective Date:  
Conflict of Interest (COI): Y  
FLSA Status: Non-Exempt  
CBID: R17  
Tenure: Permanent  
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively 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. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

## **DESCRIPTION:**

Under direction of the Nurse Evaluator Supervisor (NE III) and general operational direction from the Branch Chief (SSM II), the incumbent performs a variety of functions intended to carry out the mission of the California Department of Aging (CDA) and is responsible for using their clinical judgement in approving Level of Care (LOC) determinations, professional and technical assistance, consultation, and training. The Nurse Evaluator II (NE II) will work independently and in a team environment and in collaboration and coordination with representatives from other teams and support staff. These responsibilities require the NE II to participate in and support the vision, mission and goals of the Multipurpose Senior Services Program (MSSP) Team and recognize issues that need to be brought to the team's attention.

The NE II is a full participant in individual and team decision making and problem resolution. These responsibilities require a high level of clinical analysis, communication skills, and a broad knowledge of comprehensive case management to support the MSSP mission. Roles, products, and duties are described below (percentages and tasks may vary depending upon program needs). In consultation

with MSSP site professional staff, the incumbent reviews and approves the health and psychosocial components of the MSSP, a 1915(c) Home and Community-Based Services Waiver Program to provide new and ongoing approvals and denials related to program eligibility; in accordance with Centers for Medicaid and Medical Services requirements. The incumbent also provides professional guidance and consultation to MSSP site nursing and professional staff on the provision of health and nursing care eligibility and services.

## **ESSENTIAL JOB FUNCTIONS:**

### **40% Level of Care Determinations**

Uses clinical judgement to determine initial and ongoing LOC approvals and denials for the MSSP program for both current and potential participants. Reviews relevant MSSP eligibility documentation provided by local MSSP providers to make a determination on eligibility for review and approval by the Nurse Evaluator III. Works with MSSP sites to obtain all applicable documentation for review, including psychosocial and health assessments. Reviews and analyzes all assessments, notes and documentation for LOC determinations, in accordance with the 1915(c) MSSP Waiver. Follows-up in writing, via written report or response, to provide timely response on decisions back to the local MSSP provider on LOC determinations.

### **20% Policy, Procedures, Regulations and Other Program-related projects:**

In collaboration with other MSSP team members, works to improve determination policies and procedures including but not limited to: data sharing, communications, best practices. Adapts to new or adjusted program requirements. Develops letters on policy, procedures, and issues affecting MSSP nursing operations for distribution to MSSP sites and other agencies as appropriate. Assists in the development and maintenance of the MSSP Site Manual. Advises State and local MSSP staff of health/medical issues affecting the aging population.

### **20% Monitoring, Technical Assistance and Consultation with MSSP Sites:**

Ensures that the MSSP services are appropriate to the participants needs and are necessary to prevent premature or unnecessary institutional placement. Monitors the implementation of health and care planning related policies and practices at the MSSP site level. Conducts and assists with Utilization Reviews (UR), in participation with the MSSP team, assuming primary responsibility for health and psychosocial program-related components and UR report drafting and directs and monitors any follow-up corrective action.

In consultation with other MSSP Bureau team members, identifies the need and participates in the planning and conducting of specialized training and orientation for new MSSP site program directors and supervisory staff. Participates in quality assurance efforts to improve services statewide. Provides MSSP site monitoring and technical support during a transition of MSSP participant caseloads from one site to another, when necessary, to ensure that there is no interruption of services and supports.

Provides professional and technical assistance, as well as education to MSSP Bureau and provider staff on the MSSP program as it pertains to LOC.

15% Special Projects

Participates in improving and expanding communication with the aging network to ensure consistency within department, division and bureau to support department goals and objectives. Represents department at meetings, workgroups, interdepartmental task forces or committees for health-related issues. Assists with analyzing proposed legislation on the MSSP to determine clinical impact on program.

**MARGINAL JOB FUNCTIONS:**

5% Perform other job-related duties, special assignments, and projects as required to fulfill the mission, goals, and objectives of the MSSP.

**TRAVEL:** Travel related to consultative and monitoring responsibilities is required up to 10%.

Travels to and from local MSSP site locations for LOC tasks, Utilization Reviews, Technical Assistance, and new MSSP site training and support; attends training or conferences or other events related to the MSSP.

**TYPICAL WORKING CONDITIONS:**

The physical work location of the position is designated at the department's headquarters location, a three-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.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

**Supervisor's Signature and Date**

**Supervisor's Name and Title**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.).
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

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**Employee's Signature and Date**

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**HUMAN RESOURCES BRANCH USE ONLY:**

- ☒ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: TB Date Approved: 6/6/2024

Revision Date (if applicable): \_\_\_\_\_