

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice Bureau
4. Civil Service Position Code Description Health Care Surveyor-E	10. Division Health Care Fraud Division
5. Working Title (What the agency calls the position) Nurse Investigator/Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor TANAY, DAVID E; ATTORNEY ADMINISTRATOR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor OSIKOWICZ, BRYANT; SENIOR EXECUTIVE ATTORNEY	13. Work Location (City and Address)/Hours of Work 2860 Eyde Parkway, East Lansing MI / Monday thru Friday 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

The Nurse Investigator/Analyst position will support the investigative section of the Health Care Fraud Division of the Department of Attorney General. The section investigates Medicaid provider fraud and resident abuse and neglect in resident care facilities statewide. The section also handles special projects as assigned. In carrying out this function the Division tracks and processes all incoming complaints, stores, and catalogs all evidence gathered. This position interfaces regularly with the Division's investigative section to identify investigations which may result in criminal prosecutions and civil recovery actions. This position will primarily review complaints involving allegations of resident abuse and neglect in resident care facilities and assist with the review of medical records and may be called upon to participate as a member of the investigative team. This position will also identify and complete the background work in support of the Sentinel Project initiative.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 75

Review on the LARA Aspen: Scope/Severity Summary (SSS) reports to identify resident abuse and neglect cases that are to be presented to the Intake Committee for potential assignment. Additionally, review resident abuse and neglect complaints received via the Hotline, Web complaints and through referrals from Long -Term Care Ombudsman and other parties that are associated with resident care facilities.

Individual tasks related to the duty:

- Review of ASPEN: Scope/Severity Summary (SSS) reports and LARA MIFRI reports
- Review and assist in the coding of resident abuse and neglect complaints
- Participates as a member of the investigative team as appropriate
- On a quarterly basis meet with LARA Federal Survey Team management
- On a quarterly basis meet with LTC Ombudsman staff
- Identify and provide Community Outreach and Education

Duty 2

General Summary:

Percentage: 10

Evaluate complaints that are not referred to the Intake Committee for evaluation or declined by the committee, that would be better for suited for a Sentinel Project visit.

Individual tasks related to the duty:

- Recommend to the Chief Investigator and Investigative Supervisors resident care facilities that should be visited under the criteria established for Sentinel project visits
- Participates as the lead investigator in collaboration with assigned investigative staff as it relates to Sentinel Project visits
- Maintain a database of candidate facilities for Sentinel Project visits
- Maintain reports of all activity in support of Sentinel Project visits

Duty 3

General Summary:

Percentage: 5

Serve as a member of the HCF Intake Committee.

Individual tasks related to the duty:

- Attends the weekly Intake Committee meeting, as a subject matter expert on matters related to resident abuse and neglect in resident care facilities
- Prepares as appropriate the background information relevant to assist the Intake Committee in making informed decisions on matters related to resident abuse and neglect matters to be assigned investigation.

Duty 4

General Summary:

Percentage: 5

Miscellaneous special projects as assigned by the Division Chief or Chief Investigator.

Individual tasks related to the duty:

- Participate, coordinate, and provide oversight on any special projects as assigned
- Prepare statics on resident abuse and neglect cases to be include in the division annual report and in support of department initiatives
- Assist with medical records review outside of the scope of resident abuse/neglect

Duty 5

General Summary:

Percentage: 5

Participate in training necessary to maintain an active Michigan license as a Registered Nurse.

Individual tasks related to the duty:

- Continuing Education opportunities relevant to licensure.
- Pain and Symptom Management
- Implicit Bias Training

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determine proper format for reports, memos, letters, etc. after analyzing data to be contained therein for the investigators. This affects the clarity of the files when used by other investigators and legal staff. Ensure that written reports, memos, letters, etc. are following standards established by the Health Care Fraud Division.

17. Describe the types of decisions that require the supervisor's review.

When clarification is needed for an unfamiliar or unique assignment, situation, or procedure.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed in an office setting often sitting for long periods in front of a computer. There will be, at times, a requirement to work in the field with investigators during visits to resident care facilities, and to conduct additional case/field activity, including but not limited to witness interviews, and other duties as outlined above. The position requires occasional lifting, bending, walking, standing, and crouching.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The position play a pivotal role in the Sentinel Project and will have the expertise in identifying high-risk settings in long-term care where a Sentinel Project visit to discover evidence of criminal abuse and neglect. This role would extend into the field and the position would accompany investigators into long-term care facilities to support the investigative activity. Medical training and experience of this position will have the knowledge of agency, state, and/or federal laws, rules, and standards governing the operation of health care facilities in focusing the effort of an investigative team in a facility.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25. What is the function of the work area and how does this position fit into that function?

The Health Care Fraud Division is responsible for the investigation and subsequent prosecution of all providers of services who engage in fraudulent practices to obtain Medicaid monies and/or who engage in abusive or neglectful practices in the treatment of patients who reside in residential care facilities. The Division handles all incoming complaints including tracking, vetting, processing, and investigation. The section also handles the implementation and execution of various initiatives and projects up to the point of referral to an attorney for potential criminal and/or civil litigation.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in nursing, psychology, speech and language pathology, social work, physical therapy, occupational therapy, or foods and nutrition, gerontology, pharmacy, or other health-related field.

EXPERIENCE:

Health Care Surveyor 9

No specific type or amount is required.

Health Care Surveyor 10

One year of professional experience equivalent to a Health Care Surveyor 9.

Health Care Surveyor P11

Two years of professional experience equivalent to a Health Care Surveyor, including one year equivalent to a Health Care Surveyor 10.

Alternate Education and Experience

Health Care Surveyor 9

Possession of an associate’s degree, Michigan license in good standing as a registered nurse, and two years of registered nurse experience in a nursing home, hospital, hospice, home health agency, or other health care facility.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of agency, state, and/or federal laws, rules, and standards governing the operation of health care facilities.
- Knowledge of survey design, inspection, and review procedures and processes for health care facilities.
- Knowledge relative to evaluation of quality of care in environmental health, sanitation, dietetics, nursing, pharmacy, speech therapy, psychology, occupational therapy, physical therapy, respiratory therapy, and/or social work.
- Ability to conduct surveys in applicable professional discipline(s).
- Ability to observe critically and recognize areas of non-compliance, problems, and discrepancies.
- Ability to interpret and apply complex laws, procedures, rules, and regulations.
- Ability to review and examine complaints. Ability to handle routine and sensitive contacts with staff and officials of health care facilities in a professional manner.
- Ability to define and collect data related to problems in facilities.
- Ability to maintain records, prepare reports, and correspondence related to the work.
- Ability to use a computer and available software to maintain records and prepare technical reports.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification, licensure, or registration commensurate with survey/inspection type/task to be assigned (e.g., licensed registered nurse, registered dietitian, Qualified Mental Retardation Professional, licensed speech pathologist, licensed psychologist, licensed physical therapist, licensed occupational therapist, licensed pharmacist, registered social worker, and certification of gerontology).

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LALENA VANDEUSEN 4/13/2023

Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date