

SUBJECT: **REVISED** INSTRUCTIONS FOR SUBMITTING CDSS WRIT OF MANDAMUS SPECIAL TRANSACTION REQUESTS UNDER CASE MANAGEMENT AND INFORMATION PAYROLLING SYSTEM II (CMIPSII)

BACKGROUND

The Spec Transaction is a reimbursement mechanism available in CMIPS II for correcting legitimate pay deficiencies, when appropriate, or paying providers when so ordered by Superior Court cases or as the result of a State Hearing decision, but the recipient is deceased and the Provider was never paid for services.

Due to conversion issues encountered, a process was developed to assist Counties in processing payments related to conversion issues encountered as well as workload issues due to preparing for CMIPSII. The last group of Counties converted to CMIPS II on November 4, 2013.

The CDSS Writ of Mandamus/Special Transaction process was developed for certain conversion conditions, however many requests received are for conditions unrelated to conversion or conversion workload.

The following conditions related to conversion will be reviewed and approved/denied by the CDSS Systems Unit:

- Case Terminated or Denied in Legacy (Request period of **60 days prior/60 days post** to County conversion date)
- Legacy Overpayment Collection Issues

Other conditions reviewed by CDSS Systems Unit:

- SOC Client Reimbursement when FFP Indicator flips (Residual Payments Only)
- Backdated Eligibility Issues – Request period is **14 days or less** from current application date (ACL 12-36)
- Payments surrounding Deceased Clients or Long Term Care (example: Mid-Month Termination hours due to client passing) or Fair Hearing awards where deceased client did not receive the payment and the Provider was never paid

All other conditions must be reviewed and approved by the CDSS Program Integrity Unit. These conditions may need extensive research and levels of approval. It is highly recommended that if there is a question as to whether this request will be processed, Clients and Providers should be informed accordingly. Examples of conditions are as follows:

- Backdated Eligibility Issues – Request period is **greater than 14 days** from current application date
- Case was Terminated or Denied in Legacy (Request period **greater than 60 days prior/greater than 60 days post** to County conversion date)
- County Reactivated Case instead of using Rescind and requesting back dated payments to original application date.

**Please note: Rescind function issues are usually surrounding a missing or incorrect Medi-Cal Eligibility segment. The Reactivate function is for NEW APPLICATIONS and should not be used in lieu of Rescind. County should contact the CMIPS II Help Desk for assistance PRIOR TO using reactivate for cases that are not new applications.**

#### **BEFORE SUBMITTING A WRIT OF MANDAMUS/SPEC TRANSACTION REQUEST**

- 1) Counties must open an Service Request (SR) with the CMIPS II Help Desk to seek assistance in resolving the issue. The Help Desk should always be contacted prior to using the Reactivate function when a new application was not received. The CMIPS II Help Desk will review the issue and make the determination that a CDSS Special Transaction Writ of Mandamus is the correct resolution based on the System. The request must still comply with Policy and Program Integrity.
- 2) Counties will receive a checklist of instructions from the Help Desk which must be followed in order to submit a Writ/Spec request to CDSS.
- 3) Counties must ensure both the Recipient and Provider have eligibility in a month otherwise the Writ Request cannot be processed. The function of the Writ allows CDSS to overpay an authorized month by entering a dollar amount only (no hours). The Writ does not allow CDSS to pay unauthorized months so the From/To date on the payment will never match the pay periods on the request.

**The SR is required to ensure the correct resolution to an issue as well as to provide a viable tracking system for Writ of Mandamus/Special Transaction requests. Requests received at CDSS without an associated SR will be denied. Incomplete requests will receive a 48 hour notification to submit missing information. If information is not received within 48 hours the request will be denied and SR will be closed.**

**HEALTH CARE CERTIFICATION:** CDSS cannot process Requests for cases where the applicant did not submit their Healthcare Certification to the county timely. If a case was denied for no healthcare certification then the applicant may request a state hearing when they receive their Denial NOA. If an Administrative Law Judge (ALJ) finds in favor of the applicant, then the county should issue a State Hearing Payment Special Transaction for the period of award. Otherwise, the date the county receives the HCC Form should be considered the new application date.

**Any payments resulting from the ruling of an ALJ in a State Hearing or resulting from County's Appeals Unit Decision should be handled by the County and not sent to CDSS.**

## REQUESTING A WRIT OF MANDAMUS/SPEC TRANSACTION

**Submit via:** Email - [CMIPSII-Requests@dss.ca.gov](mailto:CMIPSII-Requests@dss.ca.gov)

**Email Subject Line:** 'SR XXXXX – Recipient Last Name, First Initial'.

For example: *SR 12345 – Smith J*

If submitting by Postal or by Fax, the above information should be placed on a Cover Sheet along with a contact Name, Phone Number and Email Address.

**Requires Supervisor Approval:** Yes

### **Required Documentation:**

When submitting a Writ of Mandamus/Special Transaction Request to CDSS the following documentation must be included or the request will not be processed.

- 1) New Form '**County Writ of Mandamus Request**': County must provide a detailed justification of the circumstances warranting the Request. Requests without sufficient detail will be rejected.
- 2) If the Medi-Cal Eligibility screen in CMIPS II does not show MEDS eligibility for the month(s) on the payment request, proof of eligibility must be sent to CDSS either to our secured fax or through a secured attachment in email.

Please note: the email should **not be** encrypted however any sensitive documentation may be encrypted as an attachment. The attachment should be sent as an encrypted .zip file attachment with a password sent in a separate email. Personally Identifiable Information (PII) such as a Social Security Number is not required on these forms and should not be included in the Writ Request making encryption unnecessary unless MEDS information is sent.

- 3) A completed '**Writ/Special Transaction Timesheet**' for each pay period must be submitted. The timesheet form should be printed out and completed by the provider and signed by both the recipient and provider.

The number of hours claimed on the timesheet **must** match all other documentation.

Social workers should assist providers in correctly filling out the timesheet and review it for accuracy before scanning the timesheet and sending it, along with the other documentation, to CDSS.

Common errors include:

- Using decimal hours instead of hours/minutes.
- Pay period total hours not matching the sum of the daily totals
- Illegible writing
- Not having provider/recipient signatures

4) The '**Writ/Special Transaction Request Spreadsheet**' which lists, by month:

- The total number of authorized **hours**
- The number of **hours** the provider has already been paid for the pay period (if any)
- The number of **hours** to be paid and the amount to be paid in dollars.

Here is a sample:

Month/Year	Total <b>Hours</b> Authorized	<b>Hours</b> Paid Previously	<b>Hours</b> to Be Paid on SPEC	County Wage Rate	Amount to be Paid
March 2014	100	20	80	8.00	\$640.00

This spreadsheet was created specifically for Writ/Special Transactions Requests.

All Forms can be found on the CDSS CMIPS II County Information Site:

<http://www.cdss.ca.gov/cmipsiiextranet/>

**CDSS will not process any Request where the hours on the timesheets do not match the hours being claimed on the spreadsheet.**

NOTE: A case must have at least one eligible segment in order for a SPEC transaction to be processed. Both the Recipient and Provider must have eligibility. Before submitting be sure to check and ensure such a segment exists. If, for example, only one segment exists and it is in terminated status, a Writ/Special Request cannot be completed.

#### COUNTY APPROVAL

Counties must appoint a supervisory point of contact to review and approve all requests and the appointed person(s) name and email address should be submitted to CDSS by County Program Manager.

**If you have further questions or require additional assistance, please contact CDSS at (916) 551-1003 or by email at [CMIPSII-requests@dss.gov](mailto:CMIPSII-requests@dss.gov)**