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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

June 13, 2016

ALL COUNTY INFORMATION NO.: I-39-16

TO: ALL COUNTY WELFARE DIRECTORS
ALL IN-HOME SUPPORTIVE SERVICES
(IHSS) PROGRAM MANAGERS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: WEBCAST ON HOW TO CORRECTLY COMPLETE THE IHSS QUALITY ASSURANCE/QUALITY IMPROVEMENT ACTIVITIES FORM (SOC 824) AND THE IHSS FRAUD DATA REPORTING FORM (SOC 2245)

REFERENCES: [IHSS QUALITY ASSURANCE/QUALITY IMPROVEMENT POLICY MANUAL \(ACL NO. 13-110\)](#); [COMMUNITY FIRST CHOICE OPTION STATE PLAN AMENDMENT NO. 13-007 \(CFCO SPA\)](#); [ACL NO.13-23](#); [ACIN NO. I-13-13](#); [ACL NO. 12-17](#)

PURPOSE

The purpose of this All-County Information Notice (ACIN) is to inform counties of the availability of a California Department of Social Services (CDSS) webcast on how to correctly complete the IHSS Quality Assurance/Quality Improvement (QA/QI) Activities Form (SOC 824) and the Fraud Data Reporting Form (SOC 2245) to ensure accurate reporting by county Quality Assurance (QA) and Program Integrity (PI) staff.

The webcast is intended to assist county QA and PI staff by addressing common reporting errors and answer frequently asked questions regarding reporting QA/QI activities and Program Integrity activities. Additionally, this webcast was designed to be used as a county QA or PI reference tool and/or training resource.

BACKGROUND

Per the IHSS QA/QI Policies and Procedures Manual (ACL No. 13-110) and the CFCO SPA, county QA staff must submit quarterly reports of their QA activities to CDSS via SOC 824.

Additionally, Assembly Bill 19, Fourth Legislative Session, ABX4 19, amended section 12305.82 of the Welfare and Institutions Code, to require counties to report to CDSS when they conclude that there is reliable evidence that fraud has been committed. To facilitate the required fraud data reporting, the SOC 2245 was developed, and its use became a requirement effective Fiscal Year (FY) 2011-12 as outlined in ACL No. 12-17.

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The information reported by counties serves as the foundation for CDSS' annual QA/QI and PI & Anti-Fraud Reports. Following the release of the FY 2013-14 QA/QI report, counties raised questions concerning the appropriate reporting/documentation of critical incidents and other areas of the forms, to ensure their efforts are accurately reflected in CDSS' annual reports. This webcast also addresses this concern.

WEBCAST RELEASE

The webcast is available on the CDSS website at the following link:

<http://www.cdss.ca.gov/agedblinddisabled/PG3401.htm>

If you have questions regarding the content of this letter, please contact the Adult Programs Division, Policy and Quality Assurance Branch, Program Integrity Unit at (916) 651-5337 or by email at: ihss-pi@dss.ca.gov.

Sincerely,

Original Document Signed By:

EILEEN CARROLL
Deputy Director
Adult Programs Division

c: CWDA