



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

April 2, 2013

ALL-COUNTY LETTER NO.: 13-24

Reason For This Transmittal

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: CHANGES TO COUNTY PROCESSING FOR ADDING WAIVER PERSONAL CARE SERVICES (WPCS) PROVIDERS IN THE CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM II (CMIPSII)

The purpose of this All-County Letter (ACL) is to clarify the process on adding an individual as a Waiver Personal Care Services (WPCS) provider in the new Case Management, Information and Payrolling System II (CMIPS II).

BACKGROUND

WPCS claims are paid through the California Department of Social Services (CDSS), In-Home Supportive Services' (IHSS), Legacy Case Management, Information and Payrolling System (CMIPS). WPCS providers submit biweekly timesheets signed by the WPCS recipient to the In-Home Operations (IHO) Branch. The timesheets are reviewed by IHO staff and reconciled with the recipient's current WPCS authorized hours prior to performing the transaction to issue payment to the provider in CMIPS.

Prior to being able to be paid in CMIPS a WPCS provider is required to fulfill all IHO Branch provider requirements, including the IHSS provider enrollment process. Although IHSS county staff does not process timesheets for the WPCS providers, they must enter all of the provider enrollment information into CMIPS, create a PELG screen and assign a minimum of 0.1 IHSS hours to the individual.

CMIPS II PROCESS

With the implementation of CMIPS II, IHSS county staff will continue to enter provider enrollment information into the system for WPCS providers. CMIPS II will also continue as the payrolling system for the WPCS program and pay WPCS timesheets. However, in CMIPSII IHSS county staff no longer has to assign a minimum of 0.1 IHSS hours to the individual.

Once the new provider completes provider enrollment and the IHSS county staff establishes the individual as eligible in CMIPS II, IHO staff will add the individual as a WPCS provider on the "Assign Provider" screen. Prior to adding an individual as a WPCS provider only, IHO will do a "Person Search" and check the "Provider Details" screen for eligibility status and effective date. IHO will confirm that all other IHO program requirements are met prior to assigning the provider in CMIPS II.

For existing IHSS providers (IHSS providers who are assigned to a case and are/were claiming IHSS hours), IHO can simply add the provider to WPCS through the "Case Providers" screen.

If you have any questions regarding the information provided in this letter, please contact Sonya Basinger, IHO Analyst, via email at sonya.basinger@dhcs.ca.gov or by telephone at (916) 552-9214 (voicemail only).

Sincerely,

Original Document Signed By:

EILEEN CARROLL
Deputy Director
Adult Programs Division