



CDSS

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

January 22, 2014

ALL-COUNTY LETTER (ACL) NO. 14-03

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL IHSS PROGRAM MANAGERS
PUBLIC AUTHORITY EXECUTIVE DIRECTORS

SUBJECT: COORDINATED CARE INITIATIVE (CCI) CONTRACTOR MODE
AGENCIES - AUTOMATICALLY CERTIFIED AS A QUALIFIED
AGENCY

REFERENCE: Welfare and Institutions Code (WIC) section 12302.6; Senate Bill (SB)
1008 (Chapter 33, Statutes of 2012); SB 1036 (Chapter 45, Statutes of
2012); and Assembly Bill (AB) 1471 (Chapter 439, Statutes of 2012)

This ACL provides direction for Agencies that have an existing contract with a county which are being automatically certified by the California Department of Social Services (CDSS) as a Qualified Agency under the Managed Care Health Plan (MCHP) for the provisions of In-Home Supportive Services (IHSS), pursuant to WIC section 12302.6. Specific information regarding certification, re-certification, other requirements and general information regarding the Contract Mode are provided in ACL No. 14-02.

BACKGROUND

As part of the Budget Act of 2012, Governor Brown signed SB 1008 which enacted the CCI. As a part of the CCI, SB 1036 (amended by AB 1471) added section 12302.6 to the WIC, authorizing MCHP to contract with certain agencies for the provision of IHSS in the CCI counties only. WIC section 12302.6 defines criteria upon which the MCHP may enter into such contracts, establishes rules as to how IHSS may be provided by the Agencies, and sets forth minimum requirements for such contracts. Pursuant to WIC section 12302.6(b)(1) "Agency" is defined as a city, county, city and county agency, local health district, proprietary agency, or an entity that has or seeks a contract to provide IHSS. In order for an Agency to enter such a contract, they must be

REASON FOR THIS TRANSMITTAL

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

certified as a Qualified Agency. The legislature tasked CDSS, in consultation with the Department of Health Care Services (DHCS), to create and manage the certification and re-certification process to become a Qualified Agency.

Agencies with Existing Contracts

Agencies that have an existing contract with a county for the provision of IHSS at the time MCHP assumes contracting authority in that county will be automatically certified as a Qualified Agency. The applicability of the automatic certification process outlined in this ACL includes Agencies that have existing contracts for emergency back-up services. The automatic certification will be limited to the geographical area and type(s) of services provided for under the existing contract. In order to be automatically certified, the Agency must submit an Application for Qualified Agency Certification (SOC 2250), a copy of the existing contract with the county, a processing fee of \$3,000, and a letter from the MCHP acknowledging that they are entering into a contract with the county to continue providing the services. The county must maintain its' existing contract with the Agency for the provision of IHSS until such time as that contract is due to expire.

Geographical Expansion and Service(s) Addition

Agencies that have an existing contract with a county that seek to expand the geographical area and/or type(s) of services provided for under the existing contract must submit a complete application for certification reflecting the proposed expansion. As indicated above, information regarding the specific certification and re-certification application and qualification requirements are provided in ACL No.14-02. In addition to the complete application, an Agency with an existing contract must submit a fee of \$10,000 for the first expansion of geographical area and/or type(s) of services beyond those provided for under the existing contract. The applicable fee is \$10,000 for the first expansion application regardless of whether the proposed expansion is geographical, service type(s), or both. All subsequent applications for expansion beyond the geographical area and/or type(s) of services provided for in the existing contract require a separate \$5,000 expansion fee.

For example: If the Agency seeks to expand the geographical area covered by the existing contract, the Agency must submit a complete application for the geographical expansion and an application fee of \$10,000. If at a later date, the Agency seeks to add an additional type(s) of service, a second complete application and \$5,000 fee would be required. Thus, the total fees for the two separate applications would be \$15,000. However, if the Agency applied for both the geographical expansion and the service

type(s) expansion in the same application, the total fee would be \$10,000 for the one application.

Re-Certification Process

Unless continuing to operate under an existing contract with the county, a Qualified Agency will be required to apply for re-certification with CDSS every three (3) years from the date of its initial certification. For the purposes of Agencies that are automatically certified, the date of initial certification is the date that the MCHP assumes contracting authority. The automatic certification of Agencies with existing county contracts will remain in effect until the triennial deadline that occurs no less than one (1) year after the contract in effect at the time that MCHP assume the contracting authority expires.

When applying for re-certification, Agencies that were automatically certified as a Qualified Agency due to an existing contract will be subject to the same re-certification requirements as all other Agencies seeking to renew their certification. As indicated above, information regarding the specific certification and re-certification application and qualification requirements are provided in ACL No. 14-02. As provided in ACL No. 14-02, re-certification applications must be submitted one hundred and twenty (120) calendar days prior to the re-certification deadline. Applications for re-certification submitted after the one hundred and twenty (120) day re-certification deadline will be charged a late fee of \$100 per calendar day past the one hundred and twenty (120) day deadline.

If an Agency is denied re-certification and appeals the denial, the Agency may continue to operate while the appeal is pending unless the Agency operations pose a health and/or safety risk as determined by CDSS. Complete instructions on how to submit an appeal are provided in ACL No. 14-02.

Applicable Fees

All applicable fees must be submitted in the form of a certified check payable to the CDSS. The application fees are as follows:

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| 1) Processing Fee for Automatically Certified | \$ 3,000 |
| 2) First Geographical Expansion or Service addition | \$10,000 |
| 3) Subsequent Geographical Expansion or Service additions | \$ 5,000 |
| 4) Re-certification Fee | \$10,000 |
| 5) Late Re-Certification Fee | \$ 100 per day |

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For camera-ready copies in English, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access you may obtain this form from the CDSS webpage at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm.

If you have any questions regarding this process, please call 1 (855) 729-2383 or visit www.cdss.ca.gov/ageblinddisabled/PG3413.htm or contact Ruben Romero, Chief, Systems and Administrative Branch at Ruben.Romero@dss.ca.gov.

Sincerely,

Original Document Signed By:

EILEEN CARROLL
Deputy Director
Adult Programs Division

Attachments: SOC 2249, SOC 2250; SOC 2251