



CDSS

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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

December 24, 2013

ALL-COUNTY LETTER NO.: 13-105

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: UPDATED GUIDANCE ON COUNTY SUBMISSION OF ANNUAL
QUALITY ASSURANCE/QUALITY IMPROVEMENT PLANS

REFERENCE: ALL-COUNTY INFORMATION NOTICE (ACIN) NO. I-64-05 DATED
OCTOBER 6, 2005

This All-County Letter (ACL) provides information regarding the requirement for submission of an annual Quality Assurance/Quality Improvement (QA/QI) Plan in accordance with the California Department of Social Services (CDSS) Manual of Policies and Procedures Section 30-702.2. The QA/QI Plans must be submitted no later than June 1st of each year.

The previous plan components, as outlined in ACIN No. I-64-05 (Discovery, Remediation, Critical Events, and Person Centered Planning), are largely static, and no longer need to be reported annually unless there is a change in county policy. Those components will be maintained in county Policy and Procedures (P&P), and submitted to CDSS upon request. Guidance will be forthcoming concerning the creation and maintenance of county P&P. The remaining plan component outlined in ACIN No. I-64-05, Quality Improvement measures (referred to as "System Improvements" in State Plan Amendment (SPA)s 09-006 and 13-007) should be initiated and implemented as counties identify need, and reported quarterly on the SOC 824.

As required in SPA 13-007, and in an effort to provide consistency and reduce redundant reporting, the required elements of new plans include:

- A QA Annual Budget Plan for the coming fiscal year (Attachment A). Fillable Annual Budget Plans are available at:
<http://www.cdss.ca.gov/agedblinddisabled/PG1292.htm>;

REASON FOR THIS TRANSMITTAL

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

All-County Letter No.: 13-105
Page Two

- A statement from the IHSS Program Manager attesting that the county IHSS QA P&P are current;
- A summary explaining any changes of note in the county's IHSS QA P&P since the previous annual QA/QI Plan; and
- A brief explanation of how the county is using the information gathered through QA activities to improve the quality of the IHSS program at the local level.

By June 1, 2014, all counties must have created and submitted P&P, and must submit their annual QA/QI Plans to the IHSS-QA email address below, in the new format.

If you have questions or comments regarding this ACL, please contact the Program Integrity Unit at (916) 651-3494 or via e-mail at IHSS-QA@dss.ca.gov.

Sincerely,

Original Document Signed By:

HAFIDA HABEK, CHIEF
Policy and Quality Assurance Branch
Adult Programs Division

Attachment

c: CWDA