February 28, 2018

ALL-COUNTY INFORMATION NOTICE NO.: I-07-18

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: MODIFICATIONS TO THE CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM FOR IN-HOME SUPPORTIVE SERVICES VIOLATION DISPUTES, STATE ADMINISTRATIVE REVIEW AND VIOLATION TIMEFRAMES

This All-County Information Notice (ACIN) is to provide information regarding the Case Management, Information and Payrolling System (CMIPS) modifications that were implemented on September 22, 2017. These modifications include a new tracking screen for the Violation Dispute and State Administrative Review (SAR) processes and changes to the processing timeframe for Violations 3 and 4.

VIOLATION TRACKING SCREEN

To assist counties with the ongoing tracking of overtime violations, counties have requested an overtime violation tracking screen. The new Violation Tracking screen allows a county user to track the progress of a violation through the county review, county dispute, and SAR processes in CMIPS.

The Violation Tracking screen is accessible to county users by selecting the new Violation Tracking button from the View Overtime Violation screen (See Figure 1).

Figure 1: Violation Tracking Button
After selecting the Tracking button, the Violation Tracking screen will display the County Review, County Dispute, and State Administrative Review dates and will update in real-time based on the current review outcomes of the violation (See Figure 2).

![Violation Tracking screen]

Figure 2: Violation Tracking screen

When a county user enters a date for the county review or enters a dispute filed date, the next "due" date will be populated on this screen. The due dates will be displayed in green or black fonts. Dates displayed in green are system calculated due dates and can change if the county takes an action (i.e. entering a dispute date, entering a county review date, etc.). Fields with due dates displayed in black are final and will not change. Each time an action is completed for the violation, the next possible date a county user can take an action, if any, will be updated automatically. When all the fields displayed on the Violation Tracking screen are shown in black font, it means that no further actions regarding this violation may be taken by the county user.

CHANGES TO VIOLATION PROCESSING TIMEFRAMES

Due to the strict timelines associated with violation processing, counties voiced concerns regarding the timeframes allowed to enter a county dispute date. When a provider incurs a violation, and submits a dispute, CMIPS was modified to allow the county user an additional five (5) business days to enter the county dispute date in the system. This change does not extend the dispute deadline, but allows county users additional time to enter the dispute into CMIPS.

Additionally, CMIPS was modified so that when a provider has incurred Violation 3 or 4, the Next Possible Violation Date will be set to the first day of the pay period following the provider’s Ineligible Begin Date.
All County Information Notice No.: I-07-18
Page Three

Should you have any questions regarding the information provided in this ACIN, please contact the Adult Programs Division, County Assistance Line at (916) 551-1003 or via email at: CMIPSII-Requests@dss.ca.gov.

Sincerely,

Original Document Signed By:

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA