CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY INFORMATION NOTICE NO. I-30-19

The purpose of this All County Information Notice (ACIN) is to remind counties of their ongoing responsibility to adhere to the provisions of the regulations implementing provider enrollment requirements mandated by legislation.
May 22, 2019

ALL COUNTY INFORMATION NOTICE NO. I-30-19

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

SUBJECT: COUNTY RESPONSIBILITIES FOR IN-HOME SUPPORTIVE SERVICES PROVIDER ENROLLMENT

REFERENCES: ALL COUNTY INFORMATION NOTICE (ACIN) I-52-18
             (SEPTEMBER 7, 2018); ALL COUNTY LETTER (ACL) 16-53
             (JULY 7, 2016), MANUAL OF POLICIES AND
             PROCEDURES (MPP) SECTIONS 30-776 AND 30-777

The purpose of this All County Information Notice (ACIN) is to remind counties of their ongoing responsibility to adhere to the provider enrollment requirements set forth in the Welfare and Institutions Code, and the implementing regulations, California Department of Social Services’ (CDSS) Manual of Policies and Procedures (MPP) Sections 30-776 et. seq., and 30-777 et seq.

PROVIDER ENROLLMENT

Pursuant to MPP Section 30-776.1, an applicant provider must complete all of the enrollment requirements before he/she can be enrolled as a provider and receive payment for providing services for a recipient. Applicant providers are allowed a maximum of 90-calendar days to complete all of the enrollment requirements. (MPP Section 30-776.2) The 90-calendar day period begins either when the prospective provider completes any one of the enrollment requirements or when a recipient designates (in writing) the individual as his/her provider. (MPP Section 30-776.211(b))

The county shall deem ineligible a prospective provider who does not complete all the enrollment requirements within 90-calendar days of initiating the enrollment process.
However, the county may extend the period for which an individual may be allowed to complete the enrollment requirements by an additional 45-calendar days for “good cause pursuant to MPP Section 30-776.23.

COUNTY RESPONSIBILITIES

Counties are responsible for tracking provider enrollment activities and maintaining documents relating to a prospective provider. Counties are also responsible for ensuring that all provider enrollment documents and all enrollment requirements have been completed and entered into the Case Management, Information and Payrolling System (CMIPS) within a reasonable timeframe to allow for timely payment to the provider.

Regulations state there is a 90-calendar day requirement to complete all provider enrollment requirements, but CMIPS does not enforce it. If a prospective provider begins providing authorized services for an eligible recipient before he/she is ultimately determined eligible to be enrolled as a provider, he/she may be eligible to be paid back to the date of application.

CMIPS MODIFICATIONS

The CDSS understands the need for counties to have system support available to assist counties in tracking and supporting the provider enrollment activities. Modifications were made on August 27, 2018, to CMIPS to assist the county worker in tracking the 90-day enrollment completion timeframe for the provider enrollment process. The changes to CMIPS included updates to provider enrollment screens, new data entry fields and task generation. Details of the system changes can be found in ACIN I-52-18.

Questions regarding the content of this ACIN may be directed to the Systems Operations and Data Analysis Bureau within the Adult Programs CMIPS and System Enhancements Branch at the following email address: CMIPSII-Requests@dss.ca.gov.

Sincerely,

Original Document Signed By

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA