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DECEMBER 17, 2014

ALL COUNTY LETTER 14-99

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS
IN-HOME OPERATIONS COORDINATORS

SUBJECT: **IMPLEMENTATION OF REQUIRED NEW SCREENS IN THE CASE MANAGEMENT AND INFORMATION PAYROLLING SYSTEM TO ACCOMMODATE IN-HOME SUPPORTIVE SERVICES (IHSS) AND WAIVER PERSONAL CARE SERVICES (WPCS) OVERTIME AND TRAVEL TIME FORMS TRACKING**

REFERENCES: **Senate Bills [855](#) and [873](#); [ACL 14-76 \(October 8, 2014\)](#)**

This All County Letter (ACL) provides counties with information and instructions on new and modified screens for new forms tracking in Case Management, Information and Payrolling System (CMIPS II) to support the implementation of Senate Bills (SB) 855, SB 873 and ACL No. 14-76 which require In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers to receive compensation for overtime and travel time effective January 1, 2015.

BACKGROUND

ACL No. 14-76 describes the U.S. Department of Labor's Final Rule on the Application of the Fair Labor Standards Act to Domestic Service, which requires compensation of IHSS and WPCS providers for overtime when they work more than 40 authorized hours in any workweek. The Final Rule also requires that providers be compensated for travel time and wait time in certain circumstances. SB 855 added section 12300.4 to the California Welfare and Institutions Code (W&IC), limiting the number of hours that IHSS and WPCS providers are permitted to work in any workweek. "Workweek" is defined as the period beginning at 12:00 a.m. on Sunday and terminating at 11:59 p.m. the following Saturday.

To meet the January 1, 2015, implementation date, CMIPS II will be modified to process and calculate overtime compensation at one and one-half times the regular rate of hourly pay when time worked exceeds 40 authorized hours per workweek. In addition, CMIPS II will also be modified to calculate and pay travel time, as well as calculate weekly authorized hours based on each recipient's monthly authorization and track recipient and provider workweek agreements.

REQUIRED FORMS TRACKING

As established in ACL No. 14-76, all active status recipients with an assigned provider received Informing Notice 3001 explaining the new Overtime and Workweek Requirements. In addition, Recipient Workweek Agreement (SOC 2256), Provider Workweek and Travel Time Agreement (SOC 2255) and a Recipient Declaration (TEMP 3000) was mailed with instructions for the recipient and provider(s) to sign and return the form to their county of record. CMIPS II has been modified to include new forms tracking screens that have been developed for counties to input information from the forms and the dates the forms were received by the counties from recipients and providers.

Recipients

In November, IHSS recipients received mailers from the California Department of Social Services (CDSS) to inform them of the upcoming FLSA rules implementation. As part of the informing notices, recipients received documents that they must complete and return to the county to acknowledge that they must complete acknowledging that they understand the new rules and their responsibilities regarding overtime, travel time, and scheduling. All recipients are required to return a completed IHSS Program Overtime and Workweek Requirements Recipient Declaration (TEMP 3000) at reassessment. The county will enter each form's date of receipt into CMIPS II. For detailed timelines refer to ACL No. 14-76 pg. 14.

To verify whether a recipient has returned the TEMP 3000, the county user must select the "Recipient Overtime Agreement" link in the "Overtime" folder on the left navigation pane on the *Case Home* screen (Case Home > Overtime > Recipient Overtime Agreement. See Figure 1). This displays the *Recipient Overtime Agreement* screen. If there is an existing record, the county user can verify the date on which the TEMP 3000 was received, the date on which it was entered into CMIPS II, and the username of the county employee who entered the record.

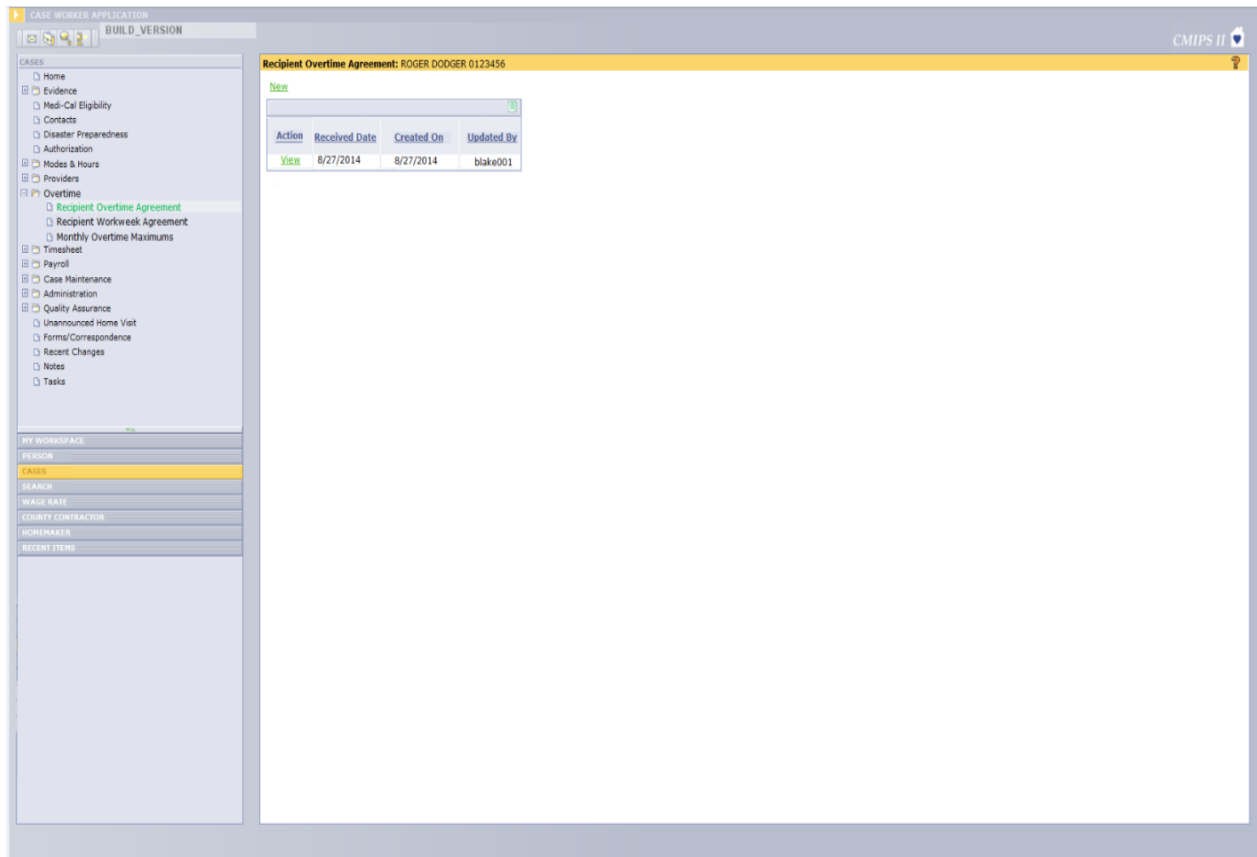


Figure 1: *Recipient Overtime Agreement* Screen

To record receipt of a TEMP 3000 form, create a new Recipient Overtime Agreement by selecting the “New” link on the *Recipient Overtime Agreement* screen. This displays the *Create Recipient Overtime Agreement* screen (see Figure 2). Enter the date on which the form was received by the county (“Date Received” field) and then select the “Save” link. Once saved, a record will be created on the *Recipient Overtime Agreement* screen.

The screenshot shows the 'Create Recipient Overtime Agreement' screen for user ROGER DODGER (ID 0123456). The left sidebar contains a navigation menu with categories: CASES, MY WORKSPACE, PERSON, SEARCH, WAGE RATE, COUNTY CONTRACTOR, HOMEMAKER, and RECENT ITEMS. The 'CASES' category is expanded, showing sub-items like Home, Evidence, Medi-Cal Eligibility, Contacts, Disaster Preparedness, Authorization, Modes & Hours, Providers, Overtime (selected), Timesheet, Payroll, Case Maintenance, Administration, Quality Assurance, Unannounced Home Visit, Forms/Correspondence, Recent Changes, Notes, and Tasks. The main content area has a title bar 'Create Recipient Overtime Agreement: ROGER DODGER 0123456' and a 'Date Received' field set to 6/27/2014. At the bottom right of the main area are 'Save' and 'Cancel' buttons.

Figure 2: Create Recipient Overtime Agreement Screen

Existing Recipient Overtime Agreements may be viewed or inactivated. To view the record, select the “View” link and the *View Recipient Overtime Agreement* screen will display (see Figure 3).

The screenshot shows the 'View Recipient Overtime Agreement' screen for user JOHN (ID 0134970). The left sidebar is similar to Figure 2, but the 'Overtime' category is expanded, showing sub-items like Recipient Overtime Agreement (selected), Recipient Workweek Agreement, Timesheet, Timesheet Search, Timesheet Issuance, Timesheet Manual Entry, Payroll, Payment Search, Paid Hours, and Adjustment Actions. The main content area has a title bar 'View Recipient Overtime Agreement: JOHN' and a table with three columns: 'Date Received' (10/10/2014), 'Created On' (10/10/2014), and 'Updated By' (testers). At the bottom right of the table are 'Inactivate' and 'Close' buttons.

Figure 3: View Recipient Overtime Agreement Screen

If the county determines that an incorrect date was entered, the county user can inactivate the Recipient Overtime Agreement segment. Selection of the “Inactivate” link on the *View Recipient Overtime Agreement* screen will cause a confirmation warning to appear (see Figure 4). Selecting “Yes” inactivates the record. If a Recipient Overtime Agreement is inactivated in error, it will be necessary to create a new Recipient Overtime Agreement.

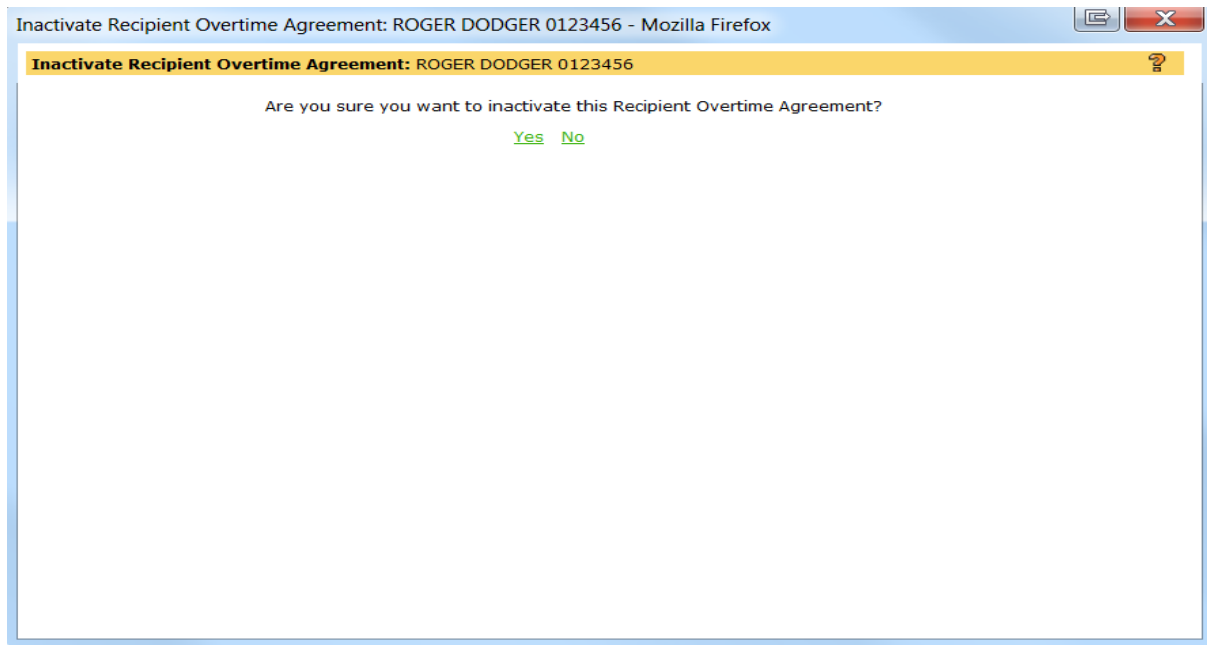


Figure 4: *Inactivate Recipient Overtime Agreement* Screen

Providers

In November, providers received informing notices from CDSS to inform them of the new IHSS program rules and their responsibilities regarding overtime. As part of this informing notice, all currently enrolled IHSS providers must return a revised Provider Enrollment Form (SOC 846).

To verify whether a provider has returned the revised SOC 846, start at the *Person Home* screen and select the “Provider Details” link in the “Provider” folder on the left navigation pane (Person Home > Provider > Provider Details). A new “SOC 846 – Overtime Agreement” field added to the “Enrollment” cluster on the *Provider Details* screen indicates whether the SOC 846 has been returned (see Figure 5). If the field is populated with “Yes,” then the revised SOC 846 has been received by the county. Otherwise, the field indicator will be set to “No,” indicating that the provider has not yet returned the form.

PERSON

- Home
- Cases
- Provider
 - Provider Details**
 - Enrollment History
 - Provider Workweek Agreement
 - Travel Time
 - Overtime Violations
 - Benefit Deduction
 - CORI Details
- Background
- Contact
- Payroll
- Timesheet
- Identity
 - Notes
 - CDPH Death Match

MY WORKSPACE

- PERSON
- CASES
- SEARCH
- WAGE RATE
- COUNTY CONTRACTOR
- HOME MAKER
- RECENT ITEMS
 - ONE PROVIDER 005116903

Provider Details - ONE PROVIDER 005116903

Enrollment

Eligible: Yes	Ineligible Reason:
SOC 426 - Provider Enrollment: Yes	DOJ Background Check: Yes
SOC 846 - Overtime Agreement: Yes	SOC 846 - Provider Agreement: Yes
Provider Orientation: Yes	DOJ County: San Diego
Effective Date: 7/1/2014	Number of Active Cases: 0

Appeals

Appeal Status Date:	Appeal Status:
Admin Hearing Date:	

General

Initial Hire Date: 11/1/2014	SSN Verification: Verified By SSA
SSN: 555-99-9222	

Medi-Cal

Suspended or Ineligible: No	Suspended or Ineligible End Date:
Suspended or Ineligible Begin Date:	

Public Authority

Public Authority Registered: No

Overtime Maximums

Weekly Maximum:	Monthly Overtime Maximum:
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Figure 5: *Provider Detail* Screen

To indicate a revised SOC 846 was received a county user must select the “Edit” link on the *Provider Details* screen which will cause the *Modify Provider Details* screen to display (see Figure 6). The user should then click the box next to the “SOC 846 – Overtime Agreement” field and select the “Save” link. Once saved, the *Provider Details* screen will automatically be updated.

Modify Enrollment: ALTON

[Save](#) [Cancel](#)

Enrollment

* Eligible: Yes	Ineligible Reason:
SOC 426 - Provider Enrollment: <input checked="" type="checkbox"/>	DOJ Background Check: <input checked="" type="checkbox"/>
SOC 846 - Overtime Agreement: <input checked="" type="checkbox"/>	SOC 846 - Provider Agreement: <input checked="" type="checkbox"/>
Provider Orientation: <input checked="" type="checkbox"/>	DOJ County: Santa Clara
* Effective Date: 11/30/2011	

Appeals

Appeal Status Date:	Appeal Status:
Admin Hearing Date:	

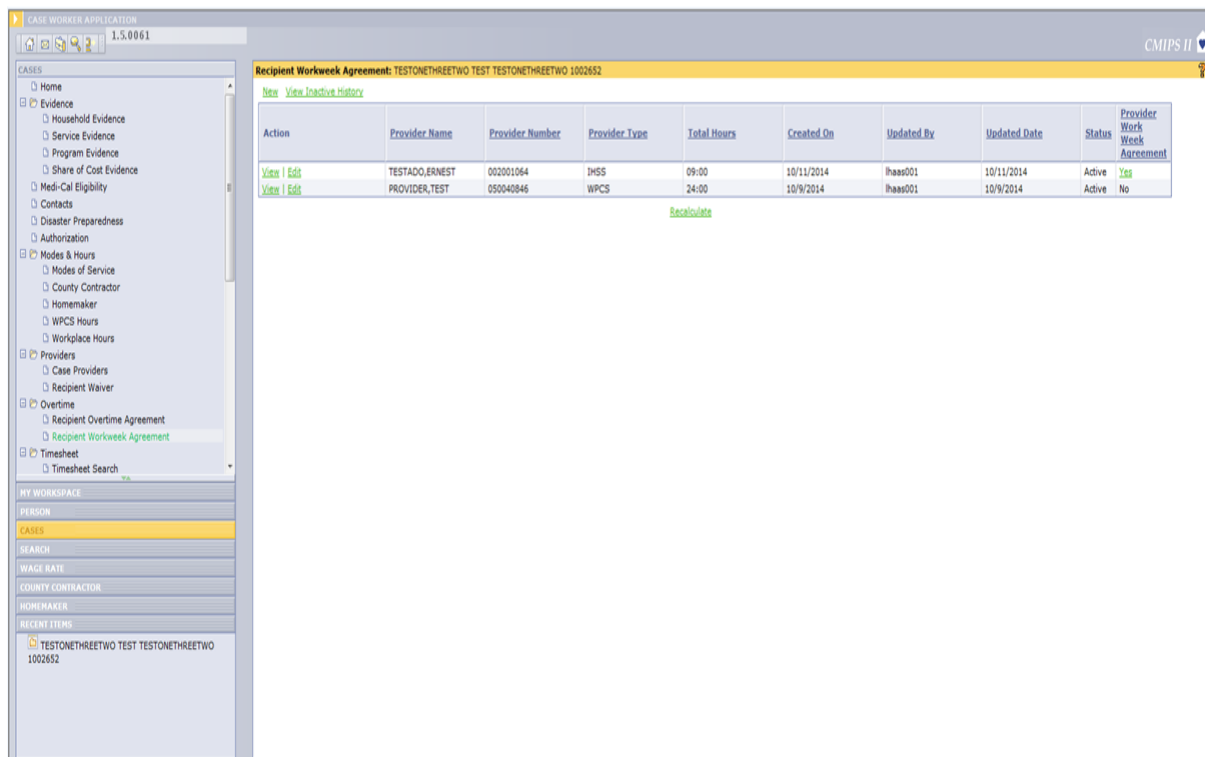
[Save](#) [Cancel](#)

Figure 6: *Modify Enrollment* Screen

RECIPIENT WORKWEEK AGREEMENTS IN CMIPS II

The CDSS has developed a new Recipient/Provider Workweek Agreement (SOC 2256) to capture work schedules for recipients who have multiple providers working for them. This form helps to ensure that each of the recipient's providers is in compliance with workweek limits. The *Recipient Workweek Agreement* screen was developed in CMIPS II to facilitate the entry and tracking of the SOC 2256 that has been signed and returned by the recipient to the county IHSS office.

To access this new screen, select the "Recipient Workweek Agreement" link in the newly created "Overtime" folder from the left navigation pane on the *Case Home* screen (Case Home > Overtime > Recipient Workweek Agreement). When this link is selected, the *Recipient Workweek Agreement* list screen displays all "Active" status Recipient Workweek Agreements (see Figure 7). If a recipient is authorized to receive both IHSS and WPCS hours and multiple providers are working for this recipient, a workweek agreement must be completed for each program. Recipients who meet this criteria will have two "Active" workweek agreements listed on this screen.



Recipient Workweek Agreement: TESTONETHREETWO TEST TESTONETHREETWO 1002652

[New](#) [View Inactive History](#)

Action	Provider Name	Provider Number	Provider Type	Total Hours	Created On	Updated By	Updated Date	Status	Provider Work Week Agreement
View Edit	TESTADO,ERNEST	002001064	IHSS	09:00	10/11/2014	Phass001	10/11/2014	Active	Yes
View Edit	PROVIDER,TEST	050040846	WPCS	24:00	10/9/2014	Phass001	10/9/2014	Active	No

[Recalculate](#)

Figure 7: Recipient Workweek Agreement Screen

Create Recipient Workweek Agreement Screen

To create a new Recipient Workweek Agreement, select the “New” link at the top of the *Recipient Workweek Agreement* list screen. The *Create Recipient Workweek Agreement* screen will display. Enter a Begin Date for the new recipient workweek agreement. The Begin Date can be the date the SOC 2256 was received or the date it was signed. A future date cannot be entered in the Begin Date field. Currently, counties must take the total weekly hours from SOC 2256 and input at least one entry in a daily hours field (Sunday through Saturday) or spread the total weekly hours across the daily hours entries not to exceed 24 hours in a single day. In the future, this screen will allow entry of the total weekly hours from the SOC 2256 into a single weekly total entry box. To select a provider, click on the magnifying glass icon next to the “Provider Name” field, which will cause the *Select Provider* screen to display. A list of active providers on the case will appear. Selecting a provider from the list displays the provider’s name in the “Provider Name” field on the *Create Recipient Workweek Agreement* screen (see Figure 8). Select “Provider Type” from the drop down list to indicate whether the provider is an IHSS or WPCS provider. Clicking the “Save” link creates a new Recipient Workweek Agreement record.

Please note: Attempting to enter hours greater than the Recipient Weekly Authorized Hours displayed will result in an error message.

The screenshot displays the 'Create Recipient Workweek Agreement' screen within the CMIPS II application. On the left is a sidebar with a 'CASES' section containing various sub-links such as 'Home', 'Evidence', 'Household Evidence', 'Service Evidence', 'Program Evidence', 'Share of Cost Evidence', 'Medi-Cal Eligibility', 'Contacts', 'Disaster Preparedness', 'Authorization', 'Modes & Hours', 'County Contractor', 'Homemaker', 'WPCS Hours', 'Workplace Hours', 'Providers', 'Case Providers', 'Recipient Waiver', 'Overtime', 'Recipient Overtime Agreement', 'Recipient Workweek Agreement' (highlighted), 'Timesheet', 'Timesheet Search', 'Timesheet Issuance', and 'Timesheet Manual Entry'. Below this is a 'PERSON' section with 'CASES' highlighted, followed by 'SEARCH', 'WAGE RATE', 'COUNTY CONTRACTOR', 'HOMEMAKER', and 'RECENT ITEMS' which lists 'JOHN SMITH 0001001 (1)' and 'JOHN SMITH 0001001'. The main content area is titled 'Create Recipient Workweek Agreement: JOHN' and includes a 'Save' and 'Cancel' button at the top right. Below the title bar is a 'Details' section with a 'Begin Date' field. A 'Time Entries' section contains a table with columns for Sunday through Saturday, each with a time entry field (e.g., '00 : 00'). Below the table is a 'Total Hours (H:M:S)' field showing '00h : 00m'. At the bottom, there is a 'Provider Name' field with a magnifying glass icon, a 'Provider Type' dropdown menu, and a 'Recipient Weekly Authorized Hours' field showing '00:00'. 'Save' and 'Cancel' buttons are located at the bottom right of the main area.

Figure 8: *Create Recipient Workweek Agreement* Screen

View Recipient Workweek Agreement Screen

To view an existing Recipient Workweek Agreement, select the “View” link next to the active Recipient Workweek Agreement on the *Recipient Workweek Agreement* list screen. Select the active record and the *View Recipient Workweek Agreement* screen will display (see Figure 9). In addition to viewing the details of a particular Recipient Workweek Agreement, the record may be edited or inactivated. This screen also has a “History” link that, when selected, will display the *Recipient Workweek Agreement History* screen which gives the county user a view of all inactivated Workweek Agreements associated to the case.

The screenshot displays the 'View Recipient Workweek Agreement' screen for a user named JOHN SMITH. The interface includes a left-hand navigation menu with options like Home, Cases, Provider, and Background. The main content area shows the agreement details, including a table of time entries for each day of the week. The table has columns for the day, start time, end time, and total hours. The total hours for Sunday are 13:00. Below the table, there are fields for Provider Name (MARSH MITCHELL), Provider Type (HSS), and Recipient Weekly Authorized Hours (00:00). At the top right of the main content area, there are links to 'Inactivate', 'Edit', and 'Close'. A 'History' link is also visible near the 'End Date' field.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours (HH:MM)
Sunday	11:00	01:00	01:00	00:00	00:00	00:00	13:00

Figure 9: View Recipient Workweek Agreement Screen

To inactivate an existing Recipient Workweek Agreement, select the “Inactivate” link on the *View Recipient Workweek Agreement* screen. A confirmation screen will appear. If the Recipient Workweek Agreement is inactivated in error it cannot be reactivated (a new Recipient Workweek Agreement would need to be created). Once a Recipient Workweek Agreement is inactivated, the *Recipient Workweek Agreement History* screen will reflect the inactive record.

Modify Recipient Workweek Agreement Screen

An existing Recipient Workweek Agreement may be edited by accessing the *Modify Recipient Workweek Agreement* screen. To modify this screen, select the “Edit” link associated with a Recipient Workweek Agreement on the *Recipient Workweek Agreement* list screen or select the “Edit” link on the *View Recipient Workweek Agreement* screen (see Figure 10). The “Time Entry” fields may be updated on this

screen, but the “Begin Date” and “End Date” values cannot be changed and the “Provider Name” and “Provider Type” fields cannot be updated. If the dates or providers associated with a specific Recipient Workweek Agreement need to be changed, or the county receives an updated SOC 2256, it will be necessary to create a new Recipient Workweek Agreement by accessing the *Create Recipient Workweek Agreement* screen.

Please note: If a case is terminated, all active Recipient Workweek Agreements will be inactivated automatically and will need to be reentered if the termination is rescinded or the case is reactivated and the recipient employs multiple providers.

The screenshot shows the 'Modify Recipient Workweek Agreement' screen in the CMIPS II application. The interface includes a sidebar on the left with a 'CASES' section containing various links like 'Home', 'Evidence', 'Service Evidence', 'Program Evidence', 'Share of Cost Evidence', 'Medi-Cal Eligibility', 'Contacts', 'Disaster Preparedness', 'Authorization', 'Modes & Hours', 'Providers', 'Overtime', 'Timesheet', and 'Timesheet Search'. The main content area is titled 'Modify Recipient Workweek Agreement: JOHN' and features a 'Details' section with 'Begin Date: 10/20/2014' and 'End Date: 12/31/9999'. Below this is a 'Time Entries' table showing hours for each day of the week: Sunday (11 :00), Monday (01 :00), Tuesday (01 :00), Wednesday (00 :00), Thursday (00 :00), Friday (00 :00), and Saturday (00 :00). The 'Total Hours (HH:MM)' are 13h : 00m. At the bottom, the 'Provider Name' is MITCHELLE MARSH, the 'Provider Type' is IHSS, and the 'Recipient Weekly Authorized Hours' are 00:00. The screen has 'Save' and 'Cancel' buttons at the top and bottom.

Figure 10: *Modify Recipient Workweek Agreement* Screen

Inactivate Recipient Workweek Agreement Screen

To view inactive Recipient Workweek Agreements, access the *Recipient Workweek Agreement History* screen by selecting the “History” link on the *View Recipient Workweek Agreement* screen or the “View Inactive History” link on the *Recipient Workweek Agreement* list screen (see Figure 11). The *Recipient Workweek Agreement History* screen lists all of the “inactive” Recipient Workweek Agreements. New rows are added as changes are made on the *Modify Recipient Workweek Agreement* screen (see Figure 10). Each row on the history screen displays all of the information associated with each Recipient Workweek Agreement, including the user name of the individual who updated the *Modify Recipient Workweek Agreement* screen and the date on which it was modified.

Recipient Workweek Agreement History: J0Hh [Close](#)

Provider Name	Provider Number	Provider Type	Begin Date	End Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Status	Updated By	Updated Date
MARSH, MITCHELLE	000005002	IHSS	10/20/2014	10/30/2014	11:00	01:00	00:00	00:00	00:00	00:00	00:00	12:00	Active	tester5	10/20/2014

[Close](#)

Figure 11: *Recipient Workweek Agreement History* Screen

PROVIDER WORKWEEK AGREEMENTS IN CMIPS II

Per ACL No. 14-76, to assist IHSS providers who work for multiple recipients with establishing a work schedule including any applicable travel to stay within the limitation for providers, California Department of Social Services (CDSS) created the IHSS Program Provider Workweek and Travel Agreement (SOC 2255) that documents the number of daily hours they plan to work each week for each recipient and any travel time they plan to incur. The *Provider Workweek Agreement* screen was developed in CMIPS II to facilitate the entry and tracking of the SOC 2255. The SOC 2255 will be completed and signed by the provider if he/she works for multiple recipients, and returned to the county IHSS office.

The new screen is accessible by selecting the “Provider Workweek Agreement” link in the *Provider* folder from the left navigation pane on the *Person Home* screen (Person Home > Provider > Provider Workweek Agreement). When the link is selected, the *Provider Workweek Agreement* list screen displays all active “Active” status Provider Workweek Agreements (see Figure 12). If a provider with both IHSS and WPCS hours works for multiple recipients, a workweek agreement must be completed and signed for each program. Providers who meet this criteria will have two “Active” workweek agreements listed on this screen.

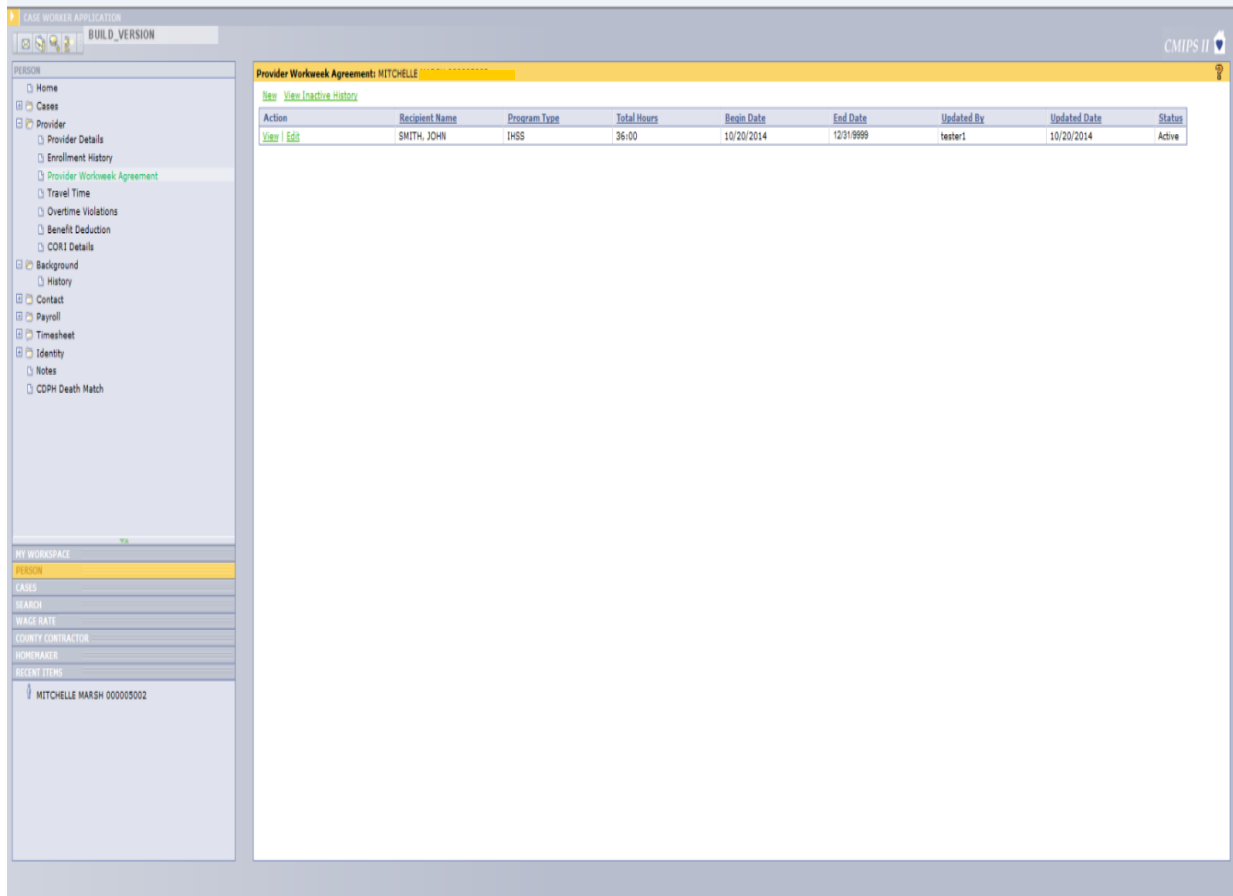


Figure 12: Provider Workweek Agreement Screen

Create Provider Workweek Agreement Screen

To create a new Provider Workweek Agreement, select the “New” link at the top of the *Recipient Workweek Agreement* list screen. The *Create Provider Workweek Agreement* screen will appear (see Figure 13). Enter a Begin Date for the new provider workweek agreement and at least one entry in a Daily Hours Field (Sunday through Saturday) based on the SOC 2255 received from the provider. To select a recipient, click on the magnifying glass icon next to the “Recipient Name” field. The *Select Recipient* screen will appear, displaying a list of all active recipient cases to which the provider is currently linked. Selecting a recipient from the list displays the recipient’s name in the “Recipient Name” field on the *Create Recipient Workweek Agreement* screen. In the “Program Type” field, indicate whether this is an IHSS recipient or a WPCS recipient. Selecting the “Save” link creates a new Provider Workweek Agreement record.

Please note: Attempting to enter hours greater than the Recipient Weekly Authorized Hours displayed will result in an error message.

The screenshot displays the 'Create Provider Workweek Agreement' screen within the 'LEAD WORKER APPLICATION'. The interface includes a sidebar on the left with a 'PERSON' section containing links like Home, Cases, Provider, and Provider Workweek Agreement. The main form area is titled 'Create Provider Workweek Agreement: MITCHELLE' and contains several sections: 'Details' with a 'Begin Date' field, 'Time Entries' with a table for days of the week (Sunday through Saturday) and time slots, 'Recipient Name' with a search icon, 'Program Type' with a dropdown menu, and 'Total Hours (HH:MM)' set to '00h : 00m'. 'Save' and 'Cancel' buttons are visible at the top and bottom of the form.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00

Figure 13: Create Provider Workweek Agreement Screen

View Provider Workweek Agreement Screen

To view an existing Provider Workweek Agreement, select the “View” link next to the active Provider Workweek Agreement on the *Provider Workweek Agreement* list screen. Selecting the active record displays the *View Provider Workweek Agreement* screen. In addition to viewing the details of a particular Provider Workweek Agreement, the record may be edited or inactivated. This screen also has a “History” link that, when selected, displays the *Provider Workweek Agreement History* screen.

Selecting the *Inactivate* link on the *View Provider Workweek Agreement* screen causes confirmation screen to display (see Figure 14). If the Provider Workweek Agreement is inactivated in error, it cannot be reactivated (a new Provider Workweek Agreement would need to be created). Once a Provider Workweek Agreement is “inactivated,” the *Provider Workweek Agreement History* screen will be updated to display the inactive record.

CASE WORKER APPLICATION BUILD_VERSION CMIPS II

PERSON

- Home
- Cases
- Provider
 - Provider Details
 - Enrollment History
 - Provider Workweek Agreement
 - Travel Time
 - Overtime Violations
 - Benefit Deduction
 - CORI Details
- Background
 - History
- Contact
- Payroll
- Timesheet
- Identity
 - Notes
 - CDPH Death Match

VIEW WORKSPACE

PERSON

CASES

SEARCH

WAGE RATE

COUNTY CONTRACTOR

HOENMAKER

RECENT ITEMS

MITCHELLE MARSH 000005002

View Provider Workweek Agreement: MITCHELLE

Inactivate Edit Close

Details

Begin Date: 10/20/2014 End Date: 12/31/9999 History

Time Entries (MM:MM)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00	12:00	12:00	01:00	00:00	00:00	00:00

Recipient Name: SMITH, JOHN Recipient Weekly Authorized Hours: 00:00

Program Type: IHSS Total Hours: 37:00

Inactivate Edit Close

Figure 14: View Provider Workweek Agreement Screen

Modify Provider Workweek Agreement Screen

To edit an existing Provider Workweek Agreement, access the *Modify Provider Workweek Agreement* screen (see Figure 15) by selecting the “Edit” link associated with a Provider Workweek Agreement on the *Provider Workweek Agreement* list screen or by selecting the “Edit” link on the *View Provider Workweek Agreement* screen. The “Time Entries” fields may be updated on this screen, but the “Begin Date” and “End Date” values cannot be changed and the “Provider Name” and “Program Type” fields cannot be updated. If the dates or providers associated with a specific Provider Workweek Agreement need to be changed, or the county receives an updated SOC 2255, it will be necessary to create a new Provider Workweek Agreement by accessing the *Create Provider Workweek Agreement* screen. If a provider is terminated, all active Provider Workweek Agreements will be inactivated automatically and will need to be reentered if the provider becomes active again and continues to work for multiple recipients.

Case Worker Application BUILD_VERSION CMIPS II

PERSON

- Home
- Cases
- Provider
 - Provider Details
 - Enrollment History
 - Provider Workweek Agreement**
 - Travel Time
 - Overtime Violations
 - Benefit Deduction
 - CORI Details
- Background
 - History
- Contact
- Payroll
- Timesheet
- Identity
 - Notes
 - CDPH Death Match

Modify Provider Workweek Agreement: MITCHELLE Save Cancel

Details

Begin Date: 10/20/2014 End Date: 12/31/9999

Provider Workweek Agreement

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 : 00	12 : 00	12 : 00	00 : 00	00 : 00	00 : 00	00 : 00

Recipient Name: SMITH, JOHN Recipient Weekly Authorized Hours: 00:00

Program Type: DHS Total Hours (WRLM): 36h : 00m

MY WORKSPACE

PERSON

CASES

SEARCH

WAGE RATE

COUNTY CONTRACTOR

WORKMANS

RECENT ITEMS

MITCHELLE MARSH 000005002

Figure 15: *Modify Provider Workweek Agreement* Screen

Inactivate Provider Workweek Agreement Screen

To view inactive Provider Workweek Agreements, access the *Provider Workweek Agreement History* screen by selecting the “History” link on the *View Provider Workweek Agreement* screen or the “View Inactive History” link on the *Provider Workweek Agreement* list screen (see Figure 16). The *Provider Workweek Agreement History* screen lists all of the “inactive” Provider Workweek Agreements and new rows are added as changes are made on the *Modify Provider Workweek Agreement* screen. Each row on the history screen displays all information associated with each Recipient Workweek Agreement, including the user name of the individual who updated the *Modify Provider Workweek Agreement* screen and the date on which it was modified.

Recipient Name	Program Type	Begin Date	End Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Status	Updated By	Updated Date
SMITH, JOHN	IHSS	10/20/2014	10/30/2014	12:00	12:00	12:00	00:00	00:00	00:00	00:00	36:00	Active	tester5	10/20/2014

Figure 16: Provider Workweek Agreement History Screen

TRAVEL TIME

Providers who work for two or more recipients living in separate households, and travel between the recipient households on the same day, may be eligible to receive compensation for travel time. Once an SOC 2255 is received by the county, they must review the form for complete and accurate information. In order for a provider to receive travel time compensation, the county user must enter the travel time by selecting the “Travel Time” link in the *Provider* folder on the left navigation pane from the *Person Home* screen. (Person Home > Provider > Travel Time) The *Travel Time* screen will appear (see Figure 17).

Action	Begin Date	End Date	Program Type	Weekly Travel Hours	Status	Updated By	Updated Date
View Edit	10/7/2014	12/31/9999	IHSS	07:00	Active	tester5	10/7/2014

Figure 17: Travel Time Screen

Clicking “New” will display the *Travel Time Recipient Case* screen, which lists all recipients associated with the provider record (see Figure 18). Recipient records display by Provider Status (Active, Leave, Terminated Order) with a secondary sort by Recipient Last Name. If a provider is working for a recipient under both the WPCS and IHSS programs, a segment for each program will be displayed.

Travel Time Recipient Case: JONATHAN

Action	Recipient Name	Case Number	Provider Type	Provider Status	Weekly Travel Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Travel Time			IHSS	Active	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00
Travel Time			IHSS	Active	03:00	03:00	03:00	03:00	03:00	03:00	03:00	03:00
Travel Time			WPCS	Terminated	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Figure 18: *Travel Time Recipient Case* Screen

Select the “Travel Time” link next to the recipient case name to display the Travel Time screen and Create, Edit or View a travel segment (see Figure 19).

Travel Time: TEST PROVIDER 005116903

Recipient Name: JONATHAN

[New](#)

Provider Travel Time Hours

Action	Begin Date	End Date	Program Type	Weekly Travel Hours	Status	Updated By	Updated Date
View Edit	10/7/2014	12/31/9999	IHSS	07:00	Active	tester5	10/7/2014

Figure 19: *Travel Time* Screen (Provider)

Create Travel Time Agreement Screen

To create a new Travel Time Agreement, click on the “New” link on the *Travel Time* screen and the *Create Travel Time Agreement* screen (see Figure 20) will display. Enter a Begin Date for the new travel time agreement, Weekly Travel Time and select a provider Program Type. The End Date is optional and defaults to 12/31/9999 if not entered.

Figure 20: *Create Travel Time* Screen

View Travel Time Agreement Screen

To view a Travel Time Agreement segment, click on the “View” link on the Travel Time screen next to the segment and the *View Travel Time* screen (see Figure 21) displays. The *View Travel Time* screen displays the selected segment with a link to the associated History screen. Additionally, the View screen has links to allow the county user to edit or inactivate a segment or put the segment in Leave/Terminate status.

The screenshot shows the 'View Travel Time' screen for a user named JOSE. The interface includes a left-hand navigation menu with categories like PERSON, PROVIDER, and BACKGROUND. The main content area displays a table with travel time details. The table has columns for Begin Date, End Date, Weekly Travel Time Hours, and Travelling From. The data row shows a Begin Date of 1/21/2015, End Date of 1/31/2015, Weekly Travel Time Hours of 01:00, and Travelling From: MARIA MARTINEZ. Below the table, there are links for 'Edit', 'Inactivate', and 'Close'. The top of the screen shows 'CASE WORKER APPLICATION' and 'BUILD_VERSION'.

Begin Date	End Date	Weekly Travel Time Hours	Travelling From
1/21/2015	1/31/2015	01:00	MARIA MARTINEZ

Figure 21: *View Travel Time* Screen

Modify Travel Time Agreement Screen

To edit an existing Travel Time segment, select the “Edit” link on the *View Travel Time* screen. The *Modify Travel Time* screen will display (see Figure 22).

The *Modify Travel Time* screen allows the county user to update the Begin Date, End Date and Weekly Travel Time Hours values. These edits will need to be made when a SOC 2255 is received with modified hours. Please note that the “Traveling From” Recipient and Provider Type fields cannot be updated, a new Travel Time segment must be created to add each additional recipient.

The screenshot displays the 'Modify Travel Time' screen within the CMIPS II application. On the left, a sidebar contains a navigation menu under the 'PERSON' category, with 'Travel Time' currently selected. Below the menu is a 'MY WORKSPACE' section listing various system components. The main area of the screen is titled 'Modify Travel Time: JOSE' and features several input fields: 'Begin Date' set to 1/21/2015, 'End Date' set to 1/31/2015, 'Weekly Travel Time Hours' set to 01 : 00, and 'Program Type' set to IHSS. A 'Travelling From' field indicates 'MARIA MARTINEZ'. At the bottom of this section are 'Save' and 'Cancel' buttons.

Figure 22: *Modify Travel Time* Screen

A new Travel Time segment must be created to add each additional recipient. The View screen displays the selected segment only with a link to the associated History screen. Additionally, the View screen has a link to the Leave/Terminate screen, allowing the county to place the Travel Time segment on Leave or Terminate status.

Leave/Terminate Travel Time Agreement Screen

To put an existing Travel Time Agreement on Leave/Terminate status, select the “Leave/Terminate” link on the *View Travel Time* Screen. The *Leave/Terminate Screen* (Figure 24) will display to allow the county user to place a Travel Time segment on Leave status for a period of time or Terminate the segment.

CASE WORKER APPLICATION BUILD_VERSION CMIPS II

PERSON

- Home
- Cases
- Travel Time
- Provider
 - Provider Details
 - Benefit Deduction
 - CORI Details
 - Enrollment History
- Background
- Contact
- Payroll
- Timesheet
- Identity
 - Notes
 - CDPH Death Match

MY WORKSPACE

PERSON

CASES

SEARCH

WAGE RATE

COUNTY CONTRACTOR

HOMEMAKER

RECENT ITEMS

VIVIAN JONES 005116903

Leave/Terminate Provider Travel Time:

Details

* Provider Status: * Effective Date:

Termination Reason: Termination Comment:

Save Cancel

Figure 23: Leave/Terminate Provider Travel Time Screen

To view the history of travel time agreements associated with a case, select the “History” link on the *View Travel Time* screen. The *Travel Time History* screen will display all travel time records for the case (see Figure 24). The History screen displays all associated Travel Time segments with the most recent at the top and the oldest at the bottom. See the New Timesheet ACL for details on the travel timesheet.

CASE WORKER APPLICATION BUILD_VERSION CMIPS II

PERSON

- Home
- Cases
- Provider
 - Provider Details
 - Enrollment History
 - Provider Workweek Agreement
 - Travel Time
 - Benefit Deduction
 - CORI Details
- Background
- Contact
- Payroll
 - Payment Search
 - Overpayment Recoveries
 - Weekly Provider Paid Hours
- Timesheet
- Identity
 - Notes
 - CDPH Death Match

Travel Time History: TEST RECI 0591087

<<Previous Next>> Close

Begin Date	End Date	Program Type	Weekly Travel Hours	Traveling From	Status	Updated By	History Created
10/10/2014	12/31/9999	IHSS	01:00	JOHN TOWN	Active	tester5	10/10/2014

<<Previous Next>> Close

Figure 24: Travel Time History Screen

FORTHCOMING ACLs/ACINs

In the coming months, CDSS will release ACLs/ACINs to address the following CMIPS II changes:

- Modified Screens
- New and Modified Processes
- New and Modified Reports
- Violations

If you have questions or comments regarding this ACL, please contact the Adult Program Division CMIPS II and Systems Operations Unit at (916) 551-1003 or via e-mail at: CMIPSII-Requests@dss.ca.gov.

Sincerely,

Original Document Signed By:

EILEEN CARROLL
Deputy Director
Adult Programs Division

c: CWDA