

September 7, 2018

ALL-COUNTY LETTER NO.: 18-112

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

SUBJECT: CASE MANAGEMENT, INFORMATION AND PAYROLLING
SYSTEM MODIFICATIONS TO INTER-COUNTY TRANSFER
FUNCTIONALITY FOR IN-HOME SUPPORTIVE SERVICES

REFERENCE: [MANUAL OF POLICIES AND PROCEDURES SECTION 30-759.9](#)

The purpose of this All-County Letter (ACL) is to provide counties with information regarding a Case Management, Information and Payrolling System (CMIPS) modification which was implemented on August 24, 2018.

BACKGROUND

When an In-Home Supportive Services (IHSS) recipient moves from one county to another, the county responsible for the management of the case must be changed. The Inter-County Transfer (ICT) process allows Case Management users to transfer a case from one county to another without interrupting services.

CMIPS ICT FUNCTIONALITY MODIFICATIONS

At the request of counties, CDSS has made changes to the ICT functionality in CMIPS to allow only the sending county the ability to cancel an ICT. The “Cancel” button will be disabled for receiving counties and will no longer display on the *Inter-County Transfer* screen. All other processes associated with ICTs will remain the same. It is important to note, the cancellation of an ICT by the sending county does not terminate the case.

COUNTY RESPONSIBILITIES

In order to successfully complete the ICT process, counties must:

- Communicate with each other; therefore, ensure the ICT Point of Contact (POC) on the VIC is current.
- Provide all required hard copy documentation.
- Clearly document Case Notes/Person Notes in CMIPS all actions taken; e.g. communications with the sending/receiving county POC, reasonable efforts (including dates and times); and
- Ensure there is no interruption or overlapping of services.

If you have questions or comments regarding this ACL, please contact the Adult Programs Division, County Assistance Line at (916) 551-1003.

Sincerely,

Original Document Signed By:

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA