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GAVIN NEWSOM
GOVERNOR

July 16, 2019

ALL-COUNTY LETTER NO.: 19-74

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: INSTRUCTIONS TO FOLLOW WHEN ADDING ASSESSMENT
NARRATIVES IN THE CASE MANAGEMENT, INFORMATION AND
PAYROLLING SYSTEM (CMIPS)

This All-County Letter (ACL) is to provide counties with instructions for adding a needs assessment narrative to the Case Management, Information and Payrolling System (CMIPS) to alleviate issues that may occur with printing the Needs Assessment Form (SOC 293).

BACKGROUND

The CMIPS Service Desk has received many requests from county workers to perform data fixes when the county is unable to print a SOC 293. This ACL will provide county workers with instructions for copying and pasting into the assessment narrative thereby eliminating the need for data fix requests.

When county workers create or utilize standard assessment narrative language, they may use various types of applications or formatting styles. For example, when the documents are created in Microsoft Word and have bulleted items in the text, the document may be carrying hidden special bullet points and the formatting may be carry hidden special characters that impact the printing of the SOC 293 form.

To ensure these special characters do not impact printing, the document containing the desired information for copying and pasting into CMIPS should first be copied into Microsoft Notepad and then from Notepad into CMIPS. The Notepad program does not carry special bullet points and hidden special characters.

If the county worker has performed the copy and paste function from MS Word, and cannot print the needed SOC 293, the remedy is for the county worker to reprocess the

assessment and enter the narrative text again after ensuring the text is not bringing forward hidden special characters by following the process above.

If you have questions or comments regarding this ACL, please contact the Adult Programs Division, CMIPS Systems Operations Unit at CMIPSII-Requests@dss.ca.gov. For questions regarding transferring into the assessment narrative and printing the SOC 293, please contact the CMIPS Service Desk at 877-844-5844.

Sincerely,

Original Document Signed By:

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA