

September 21, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-101

This All-County Letter (ACL) provides information to counties regarding the requirement for county In-Home Supportive Services (IHSS) offices and Public Authorities to provide IHSS applicant provider information to local labor organizations representing IHSS providers prior to IHSS provider orientation.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

September 21, 2020

ALL COUNTY LETTER NO. 20-101

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

SUBJECT: **DISSEMINATION OF IHSS APPLICANT PROVIDER
INFORMATION TO LOCAL LABOR ORGANIZATIONS PRIOR
TO IHSS PROVIDER ORIENTATION**

REFERENCE: [ASSEMBLY BILL 79](#) (CHAPTER 11, STATUTES OF 2020);
GOVERNMENT CODE SECTION [6253.2](#); WELFARE AND
INSTITUTIONS CODE (WIC) [12301.24\(e\)\(4\)\(C\)](#)

This All-County Letter (ACL) provides information to counties regarding the requirement for county In-Home Supportive Services (IHSS) offices and Public Authorities to provide IHSS applicant provider information to local labor organizations representing IHSS providers prior to IHSS provider orientation.

BACKGROUND

Assembly Bill 79 (Chapter 11, Statutes of 2020) amended Government Code (GC) section 6253.2 and Welfare and Institutions Code (WIC) section 12301.24(e)(4)(C) to allow labor organizations which represent, or are seeking to represent, IHSS providers to receive the names, addresses, home telephone numbers, written or spoken languages (if known), personal cellular telephone numbers, and personal email addresses of all IHSS applicant providers. This information must now be provided prior to an applicant provider attending the IHSS provider orientation. Previously this information was only provided to labor organizations after a provider had attended the IHSS provider orientation and was enrolled as a provider.

CURRENT PROCESS OF PROVIDING APPLICANT PROVIDER INFORMATION TO LABOR ORGANIZATIONS

The California Department of Social Services (CDSS) has routinely provided IHSS provider information, as specified in by GC section 6253.2, received by all county offices and Public Authorities prior to the end of the calendar month to all local labor organizations via a report generated on the tenth of the following month from the Case Management, Information, and Payrolling System (CMIPS) database. This report contains the required information for all providers who were enrolled as a provider. To comply with the changes to GC section 6253.2 and WIC section 12301.24(e)(4)(C), CDSS will currently be including pending providers on the current MONTHLY file and subsequently making additional changes to CMIPS as described below. Until subsequent changes are made to support increased frequency, counties and Public Authorities are advised to enter each applicant provider's information, as set forth in GC section 6253.2(b) and documented on the completed IHSS Program Provider Enrollment Form (SOC 426), into CMIPS by the end of the calendar month during which the applicant provider submitted the SOC 426. This will allow the information to be included on the monthly report issued by CDSS to labor organizations before the online or onsite county IHSS provider orientation.

NEW PROCESS OF PROVIDING APPLICANT PROVIDER INFORMATION TO LABOR ORGANIZATIONS

In order to facilitate the process of the county/Public Authority providing the information to the local labor organizations prior to the provider orientation, the CDSS is pursuing changes to the CMIPS system to allow for the reporting of applicant provider information to the local labor organizations on a more frequent (weekly) basis. This change in the system is due to occur towards the end of October 2020. Prior to the implementation of the change, the CDSS will release an All-County Information Notice to provide counties with information regarding the system changes and process for counties to enter the information into CMIPS and the report that will be generated to provide applicant provider information to the local labor organizations prior to a provider orientation session. Once the CMIPS system changes are in effect and reports issued weekly, this will fulfill the mandate and no further action is needed by the counties. However, until this change is made to the CMIPS system and at any time this report may be unavailable through this process to the local labor organizations, the county/Public Authority is responsible for ensuring the required information is provided to the labor organization prior to the provider orientation. The county/Public Authority may supplement the information provided by CDSS if it has made separate arrangements with its local labor organization, although this is unnecessary as the CMIPS report is intended to fulfill the requirements of the law.

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Please note that some information that is required to be provided to the local labor organization, such as personal cellular telephone number and personal email address, may not be applicable to some applicant providers.

If you have any questions regarding the policy and requirements set forth in this ACL, you may direct them to the CDSS, Adult Programs Division, Policy & Operations Bureau at (916) 651-5350.

Sincerely,

Original Document Signed By

DEBBI THOMSON
Deputy Director
Adult Programs Division