

October 26, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-116

This All-County Letter (ACL) provides counties with information about modifications made to the Disaster Preparedness Screen in the Case Management, Information and Payrolling System (CMIPS) and the Disaster Preparedness Data Download (DDL) file in order to aid in the assistance of In-Home Supportive Services (IHSS) recipients during emergencies.



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DIRECTOR

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DEPARTMENT OF SOCIAL SERVICES
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GOVERNOR

October 26, 2020

ALL COUNTY LETTER NO. 20-116

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

SUBJECT: MODIFICATIONS TO THE DISASTER PREPAREDNESS
SCREEN IN THE CASE MANAGEMENT, INFORMATION AND
PAYROLLING SYSTEM AND THE DISASTER PREPAREDNESS
DATA DOWNLOAD FILE

REFERENCE: [ACIN I-44-08 \(June 9, 2008\)](#); [Welfare & Institutions Code Section 10850.9, Manual of Policies and Procedures \(MPP\) Section 30-702.125](#)

The purpose of this All County Letter (ACL) is to inform counties of the modifications made to the Disaster Preparedness Screen in the Case Management, Information and Payrolling System (CMIPS) and the Disaster Preparedness Data Download (DDL) file. These changes are to assist the counties to effectively identify and respond to In-Home Supportive Services (IHSS) recipients in the event of emergencies and disasters.

The modifications to CMIPS and the DDL are scheduled to be implemented on October 23, 2020.

BACKGROUND

The *Disaster Preparedness* screen in CMIPS allows the county IHSS staff to enter a recipient's individual health needs, including their special impairment, degree of contact and life support supply required, in the event of a disaster or extreme weather. Counties use this information to identify their most vulnerable population and generate a contact list that can be used during emergencies to ensure the safety and well-being of these IHSS recipients.

Following the numerous natural and man-made disasters and Public Safety Power Shutoff (PSPS) events in the recent years, counties submitted a Change Request to the

California Department of Social Services (CDSS) to expand the disaster preparedness information collected in CMIPS and reported in the weekly DDL. In collaboration with county program staff and the County Welfare Directors Association of California (CWDA), CDSS formed a Disaster Preparedness reporting workgroup. The focus of the workgroup was to discuss the county change request and address the key requirements related to data collection and reporting for effective disaster preparedness assessment. After multiple workgroup meetings, careful analyses of the existing information that is required to be collected and reported and alternative plans and considerations, CDSS determined to re-design the current *Disaster Preparedness* screen in CMIPS to include additional fields and expand the current DDL file to reflect all the selections made by county staff. In addition, the Disaster Preparedness assessment information will be added to the assessment process workflow. This change will ensure the information in the system is accurate and current and also serve as a reminder for social workers to review and make needed changes during each needs assessment entry in CMIPS as they do today.

The SOC 293, Needs Assessment form, will be modified to include the updated disaster preparedness information. Counties will continue to receive their weekly disaster preparedness data download file in their county folder on the Secure Automated File Exchange (SAFE) server with updated fields and information.

CMIPS MODIFICATIONS

Disaster Preparedness Screen

The assessment and evaluation for recipient's disaster preparedness is required at each assessment during initial intake, inter-county transfer, and annual reassessment. Social workers are required to review and update the assessment information on the *Disaster Preparedness* screen before submitting their needs assessment for approval to ensure that recipient's needs entered in CMIPS are current and accurate.

Upon implementation, the *Disaster Preparedness* screen will be added to the Pending Evidence Workflow in CMIPS. By adding the Disaster Preparedness to the Pending Evidence Workflow, county workers will be reminded during assessments and changes to create/review/update the relevant information. County workers will be able to access the *Disaster Preparedness* screen from the Pending Evidence Workflow while completing assessments or directly from the *Household Evidence* screen for modifications as needed. The information entered into the *Disaster Preparedness* screen is stored in CMIPS and the data is sent to the counties via the SAFE server. Information entered prior to this implementation will remain in CMIPS and the DDL.

The updates to the *Disaster Preparedness* screen in CMIPS are as follows (see Figure 1):

Modify Disaster Preparedness: ? x

* required field

Disaster Preparedness Information

Degree of Contact: *

Comments:

Events - At least one selection is required

No Contact Required: ☐ Extreme Heat: ☐ Disaster: ☐
Extreme Cold: ☐ Power Outage: ☐

Electricity and Life Support Supply Needed - At least one Life Support Supply selection is required

Electricity Dependent?: *

No Supplies Needed: ☐ Dialysis: ☐
Oxygen: ☐ Insulin: ☐
Life Support Medications: ☐ Ventilator: ☐

Special Impairments - At least one selection is required

No Special Impairments: ☐ Blind: ☐ Mental/Cognitive Disability - Requires Assistance: ☐
Bed-bound: ☐ Deaf: ☐ Use of Mobility Equipment: ☐
Heavy Medication: ☐ Non-ambulatory/Transfer Dependent: ☐

Other Emergency Services Considerations - At least one selection is required

None: ☐ Lives in Isolated Area: ☐
Lacks Transportation: ☐ Home Difficult to Access: ☐

Save Cancel

Figure 1 – *Modify Disaster Preparedness* Screen

- a. Disaster Preparedness Information cluster – The county worker will select the Degree of Contact needed to aid the recipient. The county worker must select one checkbox otherwise, an error message will display. The options for Degree of Contact are:

- Critical
- Urgent
- Moderate
- Critical but consumer declines*
- Urgent but consumer declines*
- Moderate but consumer declines*
- None

This cluster also contains a Comments section, which allows up to 200 characters to be entered. A comment is required if a Degree of Contact option is selected that is denoted with an asterisk (*) above. A comment is also required if the Degree of Contact selected is “None” but the recipient is identified as Electricity Dependent.

- b. Events cluster – The county worker can indicate no events (No Contact Required) or can select one or multiple events during which contact is desired by the recipient. At least one checkbox must be selected otherwise an error message will display. The options for Event are:

- No Contact Required
- Power Outage
- Extreme Cold
- Extreme Heat
- Disaster

- c. Electricity and Life Support Supply Needed cluster – The county worker must identify whether the recipient is electricity dependent or not (see Figure 2). A response must be selected for Electricity Dependent otherwise an error message will be displayed. In addition to Electricity Dependent, the county worker can indicate no needs or can select one or multiple life support supply needs. At least one checkbox must be selected otherwise an error message will display. The life support supply options for the Electricity and Life Support Supply Needed cluster are:

- No Supplies Needed
- Ventilator
- Life Support Medications
- Insulin
- Oxygen
- Dialysis

Modify Disaster Preparedness: ? x

* required field

Disaster Preparedness Information

Degree of Contact: *

Comments:

Events - At least one selection is required

No Contact Required: <input type="checkbox"/>	Extreme Heat: <input type="checkbox"/>	Disaster: <input type="checkbox"/>
Extreme Cold: <input type="checkbox"/>	Power Outage: <input type="checkbox"/>	

Electricity and Life Support Supply Needed - At least one Life Support Supply selection is required

Electricity Dependent?: * <input type="text"/>	No Supplies Needed: <input type="checkbox"/>	Dialysis: <input type="checkbox"/>
Yes <input type="checkbox"/>	Oxygen: <input type="checkbox"/>	Insulin: <input type="checkbox"/>
No <input type="checkbox"/>	Life Support Medications: <input type="checkbox"/>	Ventilator: <input type="checkbox"/>

Special Impairments - At least one selection is required

No Special Impairments: <input type="checkbox"/>	Blind: <input type="checkbox"/>	Mental/Cognitive Disability - Requires Assistance: <input type="checkbox"/>
Bed-bound: <input type="checkbox"/>	Deaf: <input type="checkbox"/>	Use of Mobility Equipment: <input type="checkbox"/>
Heavy Medication: <input type="checkbox"/>	Non-ambulatory/Transfer Dependent: <input type="checkbox"/>	

Other Emergency Services Considerations - At least one selection is required

None: <input type="checkbox"/>	Lives in Isolated Area: <input type="checkbox"/>
Lacks Transportation: <input type="checkbox"/>	Home Difficult to Access: <input type="checkbox"/>

Figure 2: Modify Electricity Dependent

- d. Special Impairments cluster – The county worker can indicate no special impairments or can select one or multiple special impairments that apply to the recipient. At least one checkbox must be selected otherwise an error message will display. The options for Special Impairments are:
- No Special Impairments
 - Blind
 - Mental/Cognitive Disability Requires Assistance
 - Bed-bound
 - Deaf
 - Use of Mobility Equipment
 - Heavy Medication
 - Non-ambulatory/Transfer Dependent
- e. Other Emergency Considerations cluster – The county worker can indicate that there are no other considerations or can select one or multiple considerations associated with the recipient. At least one checkbox must be selected otherwise an error message will display. The options for Other Emergency Considerations are:
- None
 - Home Difficult to Access
 - Lacks Transportation
 - Lives in Isolated Area

Error Messages

Each cluster includes system and policy conditions, and if the conditions are not met, corresponding error messages will pop up explaining the error and what is necessary to complete the action successfully. The following situations are examples of when an error message or informational message will be displayed:

- If any contact need is selected in a cluster, but the Degree of Contact is “None”
- If no need or “None” is selected in a cluster, but additional needs are selected
- If the recipient is identified as not electricity dependent, but needs oxygen or a ventilator

SOC 293 Modification

When a home visit is performed, information is collected to assess the needs of the recipient. The Needs Assessment form (SOC 293) will be modified to reflect the updates to the *Disaster Preparedness* screen in CMIPS. County workers may use the

Modify Assessment Narrative screen to create or modify an assessment narrative on evidence that has not been submitted and approved. For further information on the SOC 293 and how to generate the form from CMIPS, refer to the [CMIPS User Manual](#) located on CommsHub under Chapter 3 – Recipient Management Section 4.7.4 Assessment Narrative. The updated SOC 293 will have the following six sections with multiple selections available within each:

1. Degree of Contact
2. Events
3. Electricity and Life Support Supply Needed
4. Special Impairments
5. Other Emergency Services and Considerations
6. Comments

The modifications to the SOC 293 will be coming in November 2020.

DATA DOWNLOAD MODIFICATIONS

The Disaster Preparedness Data Download will be modified to include all of the data in Contact, Events, Electricity and Life Support Supply Needed, Special Impairments and Other Emergency Considerations categories and provide Y/N flags for the categories and values selected to provide comprehensive information for counties to use during emergencies.

Data Remediation

A data remediation will be performed to ensure all of the data previously entered into CMIPS will transfer properly. Then a data conversion will be performed by CDSS to populate the reporting database with the new Disaster Preparedness values after the Disaster Preparedness modifications are made in CMIPS. Counties have been provided an updated Import Template and Appendix B to retrieve the new/modified fields in the DDL after implementation. A copy of the Supplemental Appendix B is also located on the CommsHub.

Weekly DDL Files

The frequency of the DATADWLDDPREP file will stay as a weekly file; however, it will be broken into two .csv format files. A zip file (DisasterPrepDD-CCYYMMDDHHMMSSnnn.zip) containing these two files will be created and transferred to the SAFE server for each of the (58) counties. The zip file will contain the following:

1. *The Disaster Preparedness Contact file*

CCYYMMDD_PRO_WEEKLY_DISASTER_PREP_DATADWLDDPREP_CONTA
CT.csv will contain Disaster Prep data matching the current entries in CMIPS for
recipients that have a Degree of Contact of:

- Critical
- Urgent
- Moderate

2. *The Disaster Preparedness No Contact file*

CCYYMMDD_PRO_WEEKLY_DISASTER_PREP_DATADWLDDPREP_NO_CO
NTACT.csv will contain Disaster Prep data matching the current entries in
CMIPS for recipients that have a Degree of Contact of:

- Critical but consumer declines
- Urgent but consumer declines
- Moderate but consumer declines
- None

DDL Column Modifications

The DATADWLDDPREP columns are modified as follows:

- SPECIAL_IMPAIRMENT_TYPE, LIFE_SUPPORT and EXTREME_WEATHER columns have been removed.
- DP_COMMENTS has been expanded from 50 to 200 characters.
- PROTECTIVE_SUP, PARAMEDICAL_SERV and IMPAIRMENT_LEVEL columns have been added.
- EVENTS, EVENTS_EXT_COLD, EVENTS_EXT_HEAT, EVENTS_POWER_OUTAGE and EVENTS_DISASTER columns have been added.
- CONTACT_DEGREE, RECIP_HOME_PHONE_NUMBER, and RECIP_CELL_PHONE_NUMBER columns have been modified.
- LIFE_SUPP_NEEDS, LSN_ELECTRICITY_DEPENDENT, LSN_VENT, LSN_OXYGEN, LSN_INSULIN, LSN_MEDS and LSN_DIALYSIS columns have been added.
- SPECIAL_IMPAIRMENTS, SIMP_BED_BOUND, SIMP_HEAVY_MED, SIMP_BLIND, SIMP_DEAF, SIMP_TRANSFER_DEP, SIMP_COGNITIVE_IMP and SIMP_MOBILITY_EQUIP columns have been added.
- OES_CONSIDERATIONS, OESC_NO_TRANSPORTATION, OESC_ISOLATED and OESC_DIFFICULT_ACCESS columns have been added.
- ROW_CREATE_DT and ROW_UPDATE_DT have been moved to the end.

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If you have any questions regarding the modifications described in this ACL, please contact the Adult Programs Division via email at: CMIPSII-Requests@dss.ca.gov.

Sincerely,

Original Document Signed By:

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA