

September 28, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 20-106**

The purpose of this All County Letter is to announce the Mandatory In-Home Supportive Services (IHSS) Refresh Training for county staff and the new hire IHSS county staff training requirement.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

September 28, 2020

ALL COUNTY LETTER NO. 20-106

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

SUBJECT: ANNOUNCEMENT OF THE MANDATORY IN-HOME  
SUPPORTIVE SERVICES (IHSS) REFRESH TRAINING FOR  
COUNTY IHSS STAFF AND NEW HIRE IHSS COUNTY STAFF  
TRAINING REQUIREMENT

REFERENCE: [ASSEMBLY BILL 79 \(CHAPTER 11, STATUTES OF 2020\); SENATE BILL 1104 \(CHAPTER 229, STATUTES OF 2004\); WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 12305.7; WIC SECTION 12305.72](#)

## **INTRODUCTION**

The purpose of this All County Letter (ACL) is to inform counties of the new *Mandatory In-Home Supportive Services (IHSS) Refresh Training* requirement for county IHSS staff, as well as the requirement that new IHSS county staff must attend the IHSS 101 and IHSS 102 Training Academy courses within six (6) months of their county hire date.

## **BACKGROUND**

Senate Bill 1104 enacted Welfare and Institutions Code (WIC) Section 12305.72, which mandated the development and implementation of statewide IHSS training for county staff on various subjects relating to the provisions of supportive services including, but not limited to, the uniformity system, variable assessment intervals, Hourly Task Guidelines (HTGs), and the standardized medical certification form for protective supervision services.

On June 29, 2020, Governor Newsom signed Assembly Bill 79, which among other things, amended WIC Section 12305.7. The amendments to WIC Section 12305.7 created new training requirements for existing county IHSS staff as well as new hires.

## **NEW REQUIREMENTS**

### **Refresher Training**

Pursuant to the amendments to WIC Section 12305.7(e)(2)(B), all county IHSS staff hired prior to the effective date of this change (June 29, 2020) who have not completed the IHSS Training Academy 101 and 102 (formerly known as Comprehensive Assessment Concepts), or completed the courses prior to July 1, 2019, must complete the refresher training course(s) by December 31, 2021. The training will be presented in two (2) four (4) hour trainings.

For purposes of the refresher training, "county IHSS staff" includes:

- Case Workers
- Case Worker Supervisors
- Quality Assurance Staff
- Program Integrity Staff
- Program Managers

Although the refresher training is not mandatory for State Hearing representatives, Public Authorities, and Nonprofit Consortium staff, attendance is encouraged.

The purpose of the refresher training is to train existing staff to reinforce their knowledge of IHSS statutes, policies, and regulations with particular emphasis on the appropriate usage of the Functional Index rankings and HTGs.

<b>Existing Staff who completed IHSS 101 and 102</b>	<b>Are they required to attend the Refresher Training?</b>
After 07/01/2019	No
Before 07/01/2019	Yes
Never completed	Yes

### **IHSS 101 and 102 for New County IHSS Staff**

All new county IHSS staff hired after June 29, 2020 must complete the IHSS Training Academy 101 and 102 courses within six (6) months of their hire date, as specified in WIC Section 12305.7(e)(2)(A). This new requirement applies to the following IHSS county staff:

- Case Workers
- Case Worker Supervisors
- Quality Assurance Staff
- Program Integrity Staff
- Program Managers

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As mentioned above, although the IHSS Training Academy courses are not mandatory for State Hearing representatives, Public Authorities, and Nonprofit Consortium staff, attendance is encouraged.

In order for counties to comply with this new mandate, the California Department of Social Services Training and Development Unit is developing virtual instructor led refresher trainings and will continue to provide the IHSS 101 and 102 Training Academy Courses. Additional information regarding this training will be provided in a forthcoming ACL.

For questions regarding the information in this letter, please contact the Training and Development Unit at [IHSS-Training@dss.ca.gov](mailto:IHSS-Training@dss.ca.gov).

Sincerely,

***Original Document Signed By***

DEBBI THOMSON  
Deputy Director  
Adult Programs Division

c: County Welfare Directors Association (CWDA)