

January 13, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-03

The purpose of this All County Letter (ACL) is to provide counties with information regarding the IHSS Career Pathways Program for providers of In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS).



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GAVIN NEWSOM
GOVERNOR

January 13, 2023

ALL COUNTY LETTER NO. 23-03

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

SUBJECT: IHSS CAREER PATHWAYS PROGRAM

REFERENCE: [WELFARE AND INSTITUTIONS CODE SECTION 12316.1](#);
[ALL COUNTY LETTER 18-36 \(April 9, 2018\)](#);
[ALL COUNTY INFORMATION NOTICE I-05-19](#)
[\(January 24, 2019\)](#)

The purpose of this All County Letter (ACL) is to provide counties with information regarding the Career Pathways Program for In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers.

Background

Section 24 of Senate Bill 172 added Welfare & Institutions Code (WIC) Section 12316.1 which mandates the California Department of Social Services (CDSS) to administer the Career Pathways Program for providers of IHSS and WPCS.

The IHSS Career Pathways Program was created to increase the quality of care and encourage recruitment and retention of providers for IHSS and WPCS recipients. The Career Pathways Program is an optional program that offers IHSS and WPCS providers opportunities for training to enhance their skills, knowledge, and advancement in the home care and health care field. Participation is voluntary and the training is available statewide at no cost. Active providers will be reimbursed at their county hourly rate for time attending courses and may also qualify for incentive payments for meeting certain criteria. The program does not offer an academic degree or professional licensing. Providers will receive proof of completion for all courses taken.

The [Career Pathways Website](#) was developed for providers and the general public to view the course catalog, register for courses, and easily access important information and resources about the Career Pathways Program. The website was made publicly available in September 2022.

System enhancements to the Electronic Services Portal (ESP) will enable providers to submit Career Pathways payment claims and incentive payment claims, and review payments. Enhancements to the Case Management Information and Payrolling System (CMIPS) will allow county and state program staff members to view Career Pathways screens showing what courses were attended and Career Pathways payments that have been made.

The Career Pathways training classes began in October 2022, with additional courses and enhancements to the program anticipated in early 2023.

Eligibility and Training Time

All IHSS/WPCS providers who have completed provider enrollment and are in eligible status are able to attend Career Pathways Program courses at no cost. Eligible status providers who are actively linked with a recipient case are eligible for reimbursement of the time spent completing courses at their county hourly rate and may also qualify for incentive payments for meeting certain criteria. Eligible providers who are not linked to a recipient at the time of taking the courses are *not* able to submit and receive payment for hours spent attending courses nor incentives. However, once the provider is linked to a recipient case, they are able to submit training time claims for hours previously spent attending courses and incentive payment claims.

Eligible inactive providers that are not currently linked to a recipient case but have submitted a timesheet in the previous 12 months, are also able to submit training time and incentive claims for payment.

Providers who are in ineligible status due to a Tier 2 crime, but are actively linked with a recipient with a Tier 2 waiver are eligible for Career Pathways trainings, training time reimbursement, and incentives. Providers that are serving a 90-day suspension because of an overtime violation (Types 3 and 4) are not eligible to participate in Career Pathways trainings or incentives and will *not* be paid for any training classes completed during their suspension period.

After the completion of each Career Pathways course, providers will receive proof of course completion for their records from the training provider.

Career Pathways Incentives

The IHSS and WPCS providers who are actively linked to an IHSS or WPCS recipient, are eligible to receive incentive payments depending on which courses they have completed and the needs of their recipient. Requirements for the three types of Incentive Payments are outlined below:

- **Type 1 - \$500**

- After completing 15 hours of training in a specific career pathway in either the General or Specialized Skills pathways (providers may be eligible for up to two incentive payments).

- **Type 2 - \$500**

- After completing 15 hours of training in a specialized skills career pathway; and,
- Begin working for an existing or new recipient who has a need for that specialized care, and,
- Work for one or more recipients needing that specialized care for a minimum of 40 hours in the first month after completing the training.
- Providers may be eligible for a **one-time** payment regardless of the number of recipients they provide services for.

- **Type 3 - \$2000**

- After completing 15 hours of training in a specialized skills career pathway; and,
- Begin working for an existing or new recipient who has a need for that specialized care; and,
- Work for one or more recipients needing that specialized care for a minimum of 40 hours per month for at least 6 months.
- Providers may be eligible for a **one-time** payment regardless of the number of recipients they provide services for.

Note: Specialized care needs may include, but are not limited to, assistance with transfers, ambulation, paramedical and protective supervision related to Autism spectrum, or other mental impairment.

Career Pathways Website

The [Career Pathways Website](#) is a detailed portal designed for IHSS/WPCS providers to assist with navigating the Career Pathways Program. This portal contains links to information about Career Pathways; and allows providers to view the course catalog and register for Career Pathways Program courses (see next page, Figure 1).

CA.GOV Department of Social Services

Select Language
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Disclaimer

Letters/Regulations Forms/Brochures Fiscal/Financial Data Portal Disaster Services Branch

CDSS Programs | IHSS | Test Page

IHSS Career Pathways Program

Course Catalog	Registration Guide	Electronic Services Portal	Incentive Payment Information	IHSS Provider Resources	CDSS IHSS Home

The In Home Supportive Services (IHSS) Career Pathways Program is an exciting optional program that provides training opportunities to enhance providers skills. IHSS and Waiver Personal Care Services (WPCS) Providers who have completed provider enrollment are eligible to register for the IHSS Career Pathways Program training courses and can be compensated for time spent attending and completing training courses.

How Do I?	The IHSS Career Pathways Program	Additional Resources
<ul style="list-style-type: none">How do I use the Course Catalog and register for a course?Navigate this webpage?How do I submit an IHSS Career Pathways Program Timesheet Claim?How do I receive an IHSS Career Pathways Incentive Payment?How do I learn more about Healthcare Career Advancement?	<ul style="list-style-type: none">General Health and Safety for CaregiversAdult EducationCognitive Impairments and Behavioral HealthComplex Physical Care NeedsTransitioning into In-Home Care	<ul style="list-style-type: none">Career Pathways Stakeholder webpageCounty IHSS OfficesIHSS Career Pathways Program Frequently Asked Questions (FAQ)

Please send your additional Questions to the IHSS Career Pathways Program inbox at IHSSCareerPathways@dss.ca.gov

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Figure 1 – IHSS Career Pathways Program screen

Additional information such as instructional guides, general information, and resources such as Frequently Asked Questions can be found by selecting the links in the center of the page.

Career Pathways Courses

The WIC Section 12316.1 identifies five separate pathways available to participants which are divided into two categories (General and Specialized Skills). Classes may be online with an instructor, self-paced, or in-person. The course catalog will provide a brief description of the subject matter and include options for attendance.

General Pathways

- General Health & Safety (e.g., Home Safety, including Fall Prevention, Durable Medical Equipment, Emergency and Disaster Preparedness, Infection Control, Food Safety)
- Adult Education (e.g., English for English Language Learners, Computer and Digital Literacy, Math and Financial Literacy)

Specialized Skills Pathways

- Cognitive Impairments and Behavioral Health (e.g., Dementia and Alzheimer's, Developmental Disabilities including Autism Spectrum, Traumatic Brain Injuries)
- Complex Physical Care Needs (e.g., Mobility, Hoyer Lift)
- Transition to home and community based-living from out-of-home care or homelessness (e.g., Care Management and Navigating Health Care System, Homelessness)

Course Registration

Providers will self-register directly with the training providers by following the instructions on the course description for the course they are selecting. Questions regarding specific Career Pathways courses should be directed to the course training provider listed in the course catalog. For questions regarding the Career Pathways Website navigation, training planning, and to inquire about career coaching, providers should call 1-888-670-7030 or email california@cell-ed.com. Career Pathways coaching will also assist with technology-related topics, such as how to operate the communication platforms which allow users to connect with video, audio, and chat to attend online classes.

Note: Courses may be taught online, on-line instructor led, in-person instructor led, or on-line self-paced.

Submitting Training Time Claims

The Career Pathways Training Time and Training Incentive claims can only be submitted online using the ESP. Interested IHSS/WPCS providers must be registered in the ESP to receive payments. Career Pathways training time and incentive claiming is not available using the Telephone Timesheet System (TTS).

To submit a Career Pathways Training time claim, providers must first access the [IHSS ESP website](#) and log in using their ESP Username and Password. Providers will select the "Career Pathways" option in the Time Entry Menu (see next page, Figure 2).

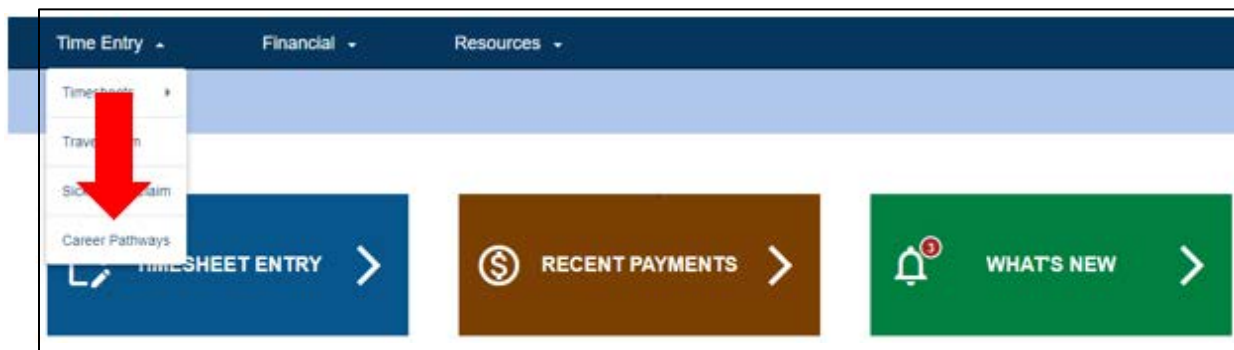


Figure 2 - Time Entry Menu

Providers will select “Training Time” in the Career Pathways Claim Type drop-down menu and the recipient they wish to submit the claim for. If the provider works for multiple recipients, they may choose which recipient they wish to associate with their Career Pathways training course (see Figure 3). When applying for a Type 2 and Type 3 incentive, the provider must select the recipient needing specialized care.

Select “Next” to proceed.

A screenshot of a web application interface titled 'Career Pathways Claim Type'. At the top, there is a dark blue navigation bar with three tabs: 'Time Entry', 'Financial', and 'Resources', each with a downward arrow. Below the navigation bar, there is a light blue header area with the title 'Career Pathways Claim Type'. Below the header, there is a text instruction: 'To begin, select a Career Pathways claim type and a recipient name.' Below this instruction, there are two dropdown menus. The first dropdown menu is labeled 'Career Pathways Claim Type*' and has 'Training Time' selected. A red arrow points to this dropdown. The second dropdown menu is labeled 'Recipient*' and has 'Bob Oaktreez' selected. A red arrow points to this dropdown. At the bottom right of the form, there are two buttons: a dark blue button labeled 'Next' and a light blue button labeled 'Cancel Request'.

Figure 3 - Career Pathways Claim Type screen

Providers will follow the on-screen instructions to select the pay period when the training occurred and enter the training time claim information (see next page, Figure 4), which can be found on the proof of completion and/or class registration confirmation.

Once all required information has been entered, the provider will select “Submit Claim” to continue. After the provider selects “Submit Claim” they will be taken to the *Electronic Signature* screen.

← Add Training Time Claim

Bob Oaktreez

To enter your training time, please select a pay period. The training date(s) entered must be within the pay period selected.

Pay Period

Feb 1, 2022 - Feb 15, 2022

Enter the Career Pathway, Class Number, Class Name, Training Date and Time that corresponds to the classes you would like to submit on this claim. To enter more than one training date, click the Add New link. Complete each row prior to adding a new one. Use the Delete link to remove a row from the claim. Click the Submit Claim button when you are ready to finalize the claim.

Training Time Claim

Training Time 1

Career Pathway*	Class Number*	Class Name*	Training Date*	Hours	Minutes
Adult Education	12345	Adult Education	2/1/2022	1	00

[Add New](#)

Submit Claim **Cancel**

Figure 4 – Training Time Claim Information

Each Career Pathways training time claim requires the provider to enter their "Electronic Signature" (see Figure 5). If the information they are submitting is correct, the provider will select the "Agree to" statement box and then select the "Sign and Submit" button.

If an error was made or the provider needs to enter additional information, they will select the "Cancel" button. (see Figure 5)

Time Entry Financial Resources

Electronic Signature

Please electronically sign your Training Time Claim

I understand and agree that any false claim relating to this Training Time Claim may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the training time claimed on this Training Time Claim is true and correct.

Once you sign this claim it will be submitted for review and you will not be able to make changes.

☒ I, Jim Oaktreez, agree to the statement above.

Sign and Submit **Cancel**

Figure 5 - Electronic Signature screen

Providers must submit and electronically sign their Career Pathways training time claim using these steps outlined above to receive payment. Career Pathways training time claims do not require a recipient electronic signature or approval.

When a provider submits a complete and accurate Career Pathways training or incentive claim, the claim will be reviewed by CDSS staff and payment for approved claims will be made within 10 business days.

Training Time Claim Payment Details

Providers can view the status of their Training Time Claim on ESP through the Recent Payments and Payment Search screens once it has been submitted. Providers can also view details of each class they submitted a claim for in the Training Time Claim Details section (see Figure 6).

Recent Payments

These payment requests have been submitted in the last 14 days.
You can find older payments by using the [Payment Search](#)

Pay Period | Payment Type

Mar 1, 2022 - Mar 15, 2022 | Training Tim...

Payment Overview

Recipient Name: Recipient ID: 1062112
Payment Type: Training Time Claim Claimed: 02:02
Pay Period: 03/01/2022 - 03/15/2022 Submit Date: 09/01/2022
Status: Waiting for Payment Status Date: 09/01/2022
Net Amount: \$0.00

Payment Details

Training Time Claim Details

Claim Number: 13093382

Training Time 1

Career Pathway: Adult Education
Class Number: 2 Class Name: 2
Training Date: 03/02/2022 Hours Claimed: 02:02

Figure 6 - Training Time Claim Details

Training Incentive Claims

To submit a Career Pathways training incentive claim for payment, IHSS/WPCS providers must have:

1. Registered for and completed 15 hours in one of the five Career Pathways Training Programs:
 - a. General Health/Safety
 - b. Adult Education
 - c. Cognitive Impairments Behavioral Health

- d. Complex Physical Care Needs
- e. Transition to Home/Community Living
2. Provided or be providing IHSS/WPCS services for an active recipient
3. Access to the [IHSS ESP website](#)
4. Be registered with the ESP and log in with their current IHSS account

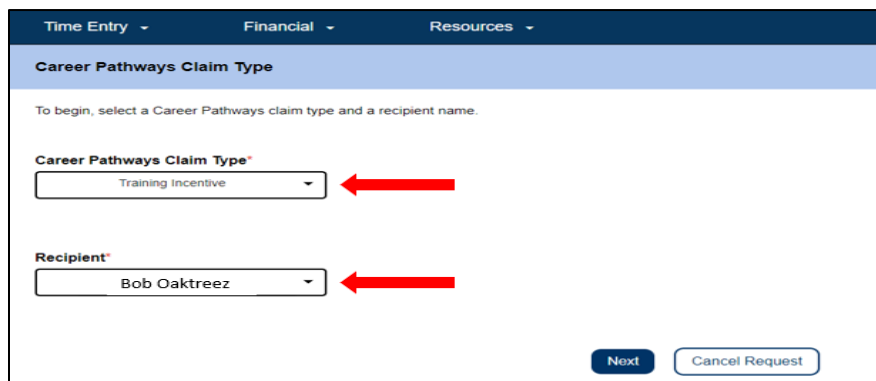
To enter and submit a Career Pathways Incentive Claim, providers must access the [IHSS ESP website](#) and log in using their ESP Username and Password.

Select the “*Career Pathways*” option in the Time Entry menu (see Figure 2 - Time Entry Menu)

The provider will select the incentive type from the Career Pathways Claim Type drop down menu and the recipient they wish to submit the claim for. The following incentives will appear under the Career Pathways Claim Type-drop down menu:

- Training Incentive (Type 1)
- One-Month Assignment Incentive (Type 2)
- Six-Month Assignment Incentive (Type 3)

In this example, the Training Incentive type was selected (see Figure 7). Select “Next to proceed.



The screenshot shows a web interface for submitting a claim. At the top, there are navigation tabs: "Time Entry", "Financial", and "Resources". Below these is a header "Career Pathways Claim Type". A sub-header says "To begin, select a Career Pathways claim type and a recipient name." There are two dropdown menus. The first is labeled "Career Pathways Claim Type*" and has "Training Incentive" selected. The second is labeled "Recipient*" and has "Bob Oaktreez" selected. Red arrows point to each dropdown menu. At the bottom right, there are two buttons: "Next" and "Cancel Request".

Figure 7 – Career Pathways Claim Type

The provider will select the Career Pathway where they met the requirements to submit their Incentive Claim. Once a selection is made, the Electronic Signature section will display. If the information the provider is submitting is correct, they will select the “Agree to” statement box and then select the “Sign and Submit” button (see next page, Figure 8).

Time Entry Financial Resources

Incentive Claim Entry

Bob Oaktreez

To qualify for a Training Incentive payment, you must have completed 15 hours of training in the selected Career Pathway.

Career Pathway

Adult Education

Electronic Signature:

Please electronically sign and submit your Training Incentive claim. Once you submit this claim, it will be submitted for review and you will not be able to make changes.

☒ I, Jim Oaktreez, understand and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the information on this claim is true and correct.

Sign and Submit Cancel

Figure 8 - Incentive Claim Entry

If an error was made, providers should select the “cancel” button and go back to the claim to fix the error. Selecting the “Sign and Submit” button submits their incentive claim for review. The CDSS staff will review the incentive claim.

Providers may receive one combined payment if their Career Pathways training time claim and regular timesheet are processed on the same day. Income from Career Pathways training is treated as regular wages for the purposes of taxation and income reporting.

Providers may obtain assistance with entering Career Pathways training time and incentive claims into the ESP by reviewing materials at the [Career Pathways Webpage](#) or contacting the IHSS Service Desk at 1-866-376-7066.

Incentive Claim Payment Details

Providers can view the status of their Incentive Claim on the ESP through the Recent Payments (see next page, Figure 9) and Payment Search screens once it has been submitted.

Recent Payments

These payment requests have been submitted in the last 14 days.
You can find older payments by using the [Payment Search](#)

Pay Period | Payment Type

Sep 1, 2022 - Sep 15, 2022 | Training Ince...

Payment Overview

Recipient Name: I	Recipient ID:
Pay Period: 09/01/2022 - 09/15/2022	Submit Date: 09/07/2022
Status: Submitted	Status Date: 09/08/2022
Payment Type: Training Incentive Claim	
Net Amount: \$0.00	

Payment Details

Incentive Claim Details

Claim Number: 13094668	Career Pathway: Adult Education
------------------------	---------------------------------

Figure 9 - Incentive Claim Payment Details

CMIPS Modifications

Providers are eligible to collect overtime on a training time claim if the total hours paid on the claim are over, or contribute to the total hours of service and travel (when applicable) time going over 40 hours in a standard Sunday - Saturday work week. The system will calculate overtime hours on a submitted Career Pathways training time claim when the total hours to be paid on a training time claim:

- Exceed 40 hours for the workweek
- Result in the total of hours paid to a provider across multiple pay events (timesheets, travel claims, spec trans, and pay corrections only) exceeding 40 hours in a workweek

Providers will be paid the overtime rate for each hour on the claim that exceeds the 40 hours for the workweek. Hours submitted on a training time claim that exceed a provider's weekly maximum (66 or 70:45 hours) or the monthly recipient maximum (when applicable) will not cause an overtime violation.

Processing Career Pathways Claims

When providers submit Career Pathways training and incentive claims through the ESP, CMIPS users will be able to view the status of the claim. The CDSS staff will review and reject or approve these claims. After CDSS staff reviews Career Pathways claims for training time or incentive payment, CMIPS will send an informational notification by email or text to the provider indicating the claim is either approved or rejected.

If claims are *approved*, providers will receive the following email:

Subject: IHSS/WPCS - Notification of <Training Incentive or One-Month Assignment Incentive or Six-Month Assignment Incentive> Claim Approval

To: <Provider Email>

Your <training incentive or one-month assignment incentive or six-month assignment incentive> claim for <variable: Recipient Name> for the <variable: MM/DD/YYYY – MM/DD/YYYY> pay period has been approved. The <training incentive or one-month assignment incentive or six-month assignment incentive> claim has been accepted for payment processing.

You may review the processing status online:

Sign into the IHSS Electronic Services Portal - ([Hyperlink to ESP](#))

View Recent Payments through the Payments option in the Financial Menu

Please do not reply to this email. For questions about this email or the IHSS/WPCS Electronic Services Portal, please contact the IHSS Service Desk for assistance, Monday through Friday 8 AM – 5 PM, excluding holidays, at 1-866-376-7066.

We respect your privacy. Please review our [Privacy Policy](#) here.

If claims are *rejected* providers will receive the following email:

Subject: IHSS/WPCS - Notification of <Training Incentive or One-Month Assignment Incentive or Six-Month Assignment Incentive> Claim Rejection

To: <Provider Email>

Your <training incentive or one-month assignment incentive or six-month assignment incentive> claim for <variable: Recipient Name> for the <variable: MM/DD/YYYY– MM/DD/YYYY> pay period has been rejected.

You may review the processing status online:

Sign into the IHSS Electronic Services Portal - ([Hyperlink to ESP](#))

View Recent Payments through the Payments option in the Financial Menu

Please do not reply to this email. For questions about this email or the IHSS/WPCS Electronic Services Portal, please contact the IHSS Service Desk for assistance, Monday through Friday 8 AM – 5 PM, excluding holidays, at 1-866-376-7066.

We respect your privacy. Please review our Privacy Policy [here](#).

View Payment Details Screen

The “*View Payment Details*” screen within the Career Pathways incentive claim record will display a history of submitted incentive claims with the status, including when claims are approved or rejected, and any changes made to the claim during the approval process (via the “History” link on the “View Incentive Claim” screen). The following will be displayed:

- Recipient Number - Displays the ID number of the recipient on the claim record.
- Recipient Name - Displays the name of the recipient on the claim record.
- Service Period From - Displays the Service Period From date on the claim record.
- Status - Displays the status of the claim record.
- Date Updated - Displays the date a user made a change to the claim record.
- Updated By - Displays the user ID of the user or system that made the change.

Career Pathways Claim History Screen

The Career Pathways menu has been added to CMIPS to view all Career Pathways Training Time and Incentive Claims that have been submitted by a provider.

The *Career Pathways Claim History* screen (see next page, Figure 10) can be accessed by selecting “Career Pathways” from the left side navigation panel in the Personal Home Payroll & Timesheet tab. This screen has two group boxes with associated data fields: Search Criteria and Career Pathways Claim History.

Claim Number	Claim Type	Received Date	Service Period From	Training Hours Claimed	Status
13094666	Training Time	09/07/2022	04/01/2022	90:00	Processed
13094668	Training Incentive	09/07/2022	09/01/2022	00:00	Pending Approval
13094667	Training Time	09/07/2022	08/01/2022	30:00	Processed

Figure 10 - Career Pathways Claim History

A CMIPS user can search for Career Pathways claims in this screen by service period, claim type or claim status. The claim type drop-down field contains a list of claim types that allows a user to further narrow the search criteria (see next page, Figure 11).

This menu includes the following list of options:

- Training Time – A claim for providers to be reimbursed for time spent in training courses.
- Training Incentive – A claim for the incentive payment that providers are eligible for after completing a minimum of 15 hours of coursework in one career pathway.
- One-Month Assignment Incentive – A claim for the incentive payment that providers are eligible for after completing 15 hours of coursework for a specialized skills career pathway and providing 40 authorized hours of care in the first month of work for one or more recipient who needs that type of specialized care.
- Six-Month Assignment Incentive – A claim for the incentive payment that providers are eligible for after completing 15 hours of coursework for a specialized skills career pathway and providing 40 authorized hours of care per month for at least six months of work for one or more recipient who needs that type of specialized care.

The claim status drop-down field has a list of status options that allows a user to narrow their search criteria. This menu includes the following options:

- Pending Review – A claim has been submitted through ESP and is pending first level review by CDSS claims processing staff.
- Pending Approval – A claim has been submitted for approval by CDSS claims processing staff and is pending.
- Pending Payroll – A claim has been approved for payment by CDSS claims processing staff and is pending submission to payroll. The provider will be notified that their claim has been approved.
- Processed – A claim has been submitted to payroll and payment will be issued to the provider.
- Rejected – A claim has been submitted through ESP but was rejected by CDSS claims processing staff. The provider will be notified that their claim has been rejected.

Career Pathways Claim History

Search Criteria

Service Period

From Date: [] To Date: []

Claim Type: [] Claim Status: []

Reset

Cumulative Training Hours To Date By Pathway...

Claim Number	Claim Type	Received Date	Service Period From	Training Hours Claimed	Status
13094666	Training Time	09/07/2022	04/01/2022	90:00	Processed
13094668	Training Incentive	09/07/2022	09/01/2022	00:00	Pending Approval
13094667	Training Time	09/07/2022	08/01/2022	30:00	Processed

Figure 11 - Career Pathways Search Criteria

The Career Pathways Claim History group box allows a CMIPS user to view a list of Career Pathways claims that have been submitted by the provider. When there is a list of claims on the screen, they are ordered by claim date with newer claims being at the top of the list. This list displays up to 25 rows from the most recent claim date. Selecting any column title will sort the claims by that column. This group box contains the following columns of information:

- Claim Number - A user-selectable link that indicates the unique ID number associated to the training claim. Clicking this link will navigate the user to the *Training Time Claim* screen.

- Claim Type - Indicates the type of claim submitted by the provider.
- Received Date - Indicates the date the provider submitted the claim in ESP.
- Service Period From - Indicates the Pay Period begin date on the submitted claim.
- Training Hours Claimed - Indicates the total number of training hours on the submitted claim.
- Status - Indicates the status of the claim.

The Cumulative Training Hours to Date by Pathway (see Figure 12) button on this screen can also be used for an at-a-glance view of how many training hours a provider has completed in each career pathway.

The image shows a screenshot of a web application interface. At the top, there is a header bar with the text 'Cumulative Hours Paid Per Career Pathway' and a small downward-pointing triangle icon on the right. Below this header is a table with two columns: 'Career Pathway' and 'Total Hours Paid To Date'. The table contains five rows of data. The first row shows 'Adult Education' with '24:00' hours. The subsequent four rows show 'General Health/Safety', 'Cognitive Impairments Behavioral Health', 'Complex Physical Care Needs', and 'Transition to Home/Community Living', each with '00:00' hours.

Cumulative Hours Paid Per Career Pathway	
Career Pathway	Total Hours Paid To Date
Adult Education	24:00
General Health/Safety	00:00
Cognitive Impairments Behavioral Health	00:00
Complex Physical Care Needs	00:00
Transition to Home/Community Living	00:00

Figure 12 - Cumulative Hours Per Pathway

View Training Time Claim Screen

The CMIPS users can access the *Training Time Claim* screen (see next page, Figure 13) by selecting the associated Claim ID on the *Career Pathways Claim History* screen. This screen will display all information submitted by the provider in ESP on their Training Time Claim, including the Pathway, Class Name, and Number. The CMIPS users can view the payment details for processed claims by selecting the View Payment Details link in the Manage Cluster.

All County Letter No. 23-03
Page Seventeen

View Training Time Claim: ?

[View Training Time Claim Details](#) [History](#)

Manage ▼

[View Payment Details...](#)

Details ▼

Claim Number: 13092874
 Provider Name:
 Recipient Number:
 Service Period From: 03/01/2022
 Program: IHSS
 Received Date: 06/31/2022
 Provider Number:
 Recipient Number:
 Service Period To: 03/15/2022
 Status: Processed

Submitted By: Approved By/Rejected By:

Training Time Entries ▼

Career Pathway	Class Number	Class Name	Training Date	Hours/Minutes
General Health/Safety	123	ABC	03/15/2022	02:12
Adult Education	12345	The ABC	03/09/2022	01:00
Total (HH:MM)				03:12

Training Time Hours Paid (HH:MM): 03:12
 Hours Paid at Overtime Rate (HH:MM): 00:00
 Training Time Hours Not Paid (HH:MM): 00:00

Comments:

[Close](#)

Figure 13– View Training Time Claim

Payment Search and View Payment Details

Career Pathways payments will also show on payment searches and are indicated in the type column as Training Time, Training Incentive, One-Month Incentive, or Six-Month Incentive (see Figure 14).

Payment Search: BILL OAKTREEZ ?

* required field

From Date: 03/01/2022 📅 To Date: 03/31/2022 📅

Issue Date
 From Date: 📅 To Date: 📅

Recipient Name: 🔍 👤 Warrant Number: 🔍

[Search](#) [Reset](#)

Search Results (Number of Items: 2) ▼

Action	Service From	Issued	Status	Warrant Number	Gross	Net	Hours	SOC	Recipient Name	County	Type	Funding Source
View...	03/01/2022	09/01/2022	Paid	83202279	\$51.20	\$46.72	03:12	\$0.00		Los Angeles	Training Time	CFCO
View...	03/16/2022	08/25/2022	Pending Void	83200362	\$192.00	\$175.19	12:00	\$0.00		Los Angeles	Training Time	CFCO

Figure 14 - Training Time Payment Search

Training Hours Paid and Training Hours Not Paid have been added to the *View Payment Details* screen.

Training Hours might appear as not paid (see Figure 15) if the provider submitted multiple classes on a single claim and CDSS could not validate all the classes were completed.

View Payment Details: BILL OAKTREEZ

Payment Details | History | Void/Reissue/Replacement Activity | Cashed Warrant Copies | Forged Endorsement Affidavits

Issue Date: 09/01/2022 Funding Source: CFCO
Pay Status: Paid Status Date: 08/31/2022

Pay Event

Pay Type: Training Time Pay Period: 03/01/2022 - 03/15/2022

Case Hours Paid (HH:MM):	00:00	Case Hours Not Paid (HH:MM):	00:00
Travel Hours Paid (HH:MM):	00:00	Travel Hours Not Paid (HH:MM):	00:00
Sick Leave Hours Paid (HH:MM):	00:00	Sick Leave Hours Not Paid (HH:MM):	00:00
Training Hours Paid (HH:MM):	03:12	Training Hours Not Paid (HH:MM):	00:00
Total Hours Paid (HH:MM):	03:12	Hours Paid as Overtime (HH:MM):	00:00
Pay Rate:	\$16.00	Overtime Pay Rate:	0.000

Figure 15 - Training Hours Paid and Not Paid

Void/Reissue Process

County workers have access to reissue voided Career Pathways payments.

To reissue a voided Career Pathway payment, a county user can search for the Training Time Claim on the *View Pathways Claim History* screen. After accessing the claim, a reissue claim link (see Figure 16) will display on the View Training Claim.

View Training Time Claim:

Manage

[View Payment Details...](#) [Reissue Claim...](#)

Details

Claim Number: 13105740 Received Date: 07/23/2022
Provider Name: Provider Number:
Recipient Name: Recipient Number:
Service Period From: 07/01/2022 Service Period To: 07/15/2022
Program: IHSS Status: Processed

Submitted By: Approved By/Rejected By:

Training Time Entries

Career Pathway	Class Number	Class Name	Training Date	Hours/Minutes
Adult Education	test	test	07/01/2022	10:00
Total (hours):				10:00

Figure 16 – Void/Reissue Link

Prior to reissuing the payment, counties should verify the provider's address is correct in CIMPS. The status of the claim will update to Void-Reissued once the action is completed.

Weekly Provider Paid Hours

Training Hours that have been paid are now indicated on the *Weekly Provider Paid Hours* screen (see Figure 17) to assist in research of weekly hours.

Action	Week Starting Date	Week Ending Date	IHSS Paid Hours	IHSS Unpaid OT Hours	WPCS Paid Hours	WPCS Unpaid OT Hours	Travel Paid Hours	Training Paid Hours	Total Paid Hours	OT Paid Hours	Overpaid OT Hours
View Details	08/14/2022	08/20/2022	00:00	00:00	00:00	00:00	00:00	03:00	03:00	00:00	00:00

Figure 17 - Weekly Provider Paid Hours

Additional Information about Payments

Career Pathways payments will be reported on the provider's remittance advice as regular hours. If a provider submits a Training Time Claim and their regular timesheet on the same day, the payments may be combined, and all hours will be reported together. The payment details in CMIPS and on the ESP will report training hours and compensation separately from regular hours worked.

Voided Pathways payments do not reduce the amount of training hours completed in CMIPS.

Career Pathways payments are paid at the county rate of the recipient the provider selects on the ESP for the Career Pathways time claim. Backup providers, who are paid at a higher rate, will be paid at the regular county rate for Training Time claims they submit.

Possible Deductions to be withheld from Career Pathways payments include:

- Health benefits deductions
- Overpayments
- Payroll taxes

- If the provider is not live-in self-certified
 - Wages are subject to Federal and State Income Tax when W-4/DE-4 is not present
 - Federal and State Income tax are calculated according to the W-4/DE-4 when present

Deductions that won't be withheld from Career Pathways payments include:

- Garnishments
- Union Dues
- Advance Pay Deduction

This information can also be found in the Career Pathways User Guide which is posted on the CommsHub > CountyShare > Shared Documents > County Guide for IHSS Career Pathways Program.

Warrant Replacement

Providers requesting a replacement warrant will continue to contact their local county IHSS office. As stated in ACL 18-36, counties will follow the Lost or Destroyed Warrant process using the Duplicate Controller's Warrant/Stop Payment Form (STD 435). Please refer to the Payroll Job Aid located on the Comms Hub or the CMIPS User Manual, Chapter 8 – Payroll, Section 3.

Data Download Updates

A new Data Download (DDL) for IHSS Career Pathways claim data and modifications were made to some existing DDLs to display pertinent information corresponding to Career Pathways training time and incentive claims.

The new DDL (DATADWLDCPTH) includes the most current information for all provider's Career Pathways claims that are in Pending Review, Pending Approval, or Processed statuses. The new DDL will be distributed daily and monthly. In addition, the Warrant Management DDL (DATADWLDWARR) was modified to include Training Time Hours Paid, and Training Time Hours Not Paid.

Provider Training Time Entry Report

The new Provider Training Time Entry Report is created in CMIPS to allow County users to view all Career Pathways training courses completed and approved by providers. The report will run on a monthly schedule. This report will display the following data:

- Provider identifying details such as name and ID number
- Career Pathway type aligned to the training class

- Class Name
- Class Number
- Training Date
- Hours/Minutes per class

The report will have the following parameters:

- Career Pathway type
- Provider ID entry
- County (users will only have access to run reports for their county)

The CMIPS users can sort the order for data on the report by: County, Office, Provider Name, Class Number.

CDSS Responsibilities

Career Pathways training time and incentive claims will be submitted by providers through ESP. All claims will be reviewed by CDSS staff for accuracy and to ensure claims meet course attendance and incentive payment criteria. Upon CDSS review, providers will receive an automated notice of approval or rejection.

When a Career Pathways payment is rejected, rejection reason and comments will be added to CMIPS by CDSS staff. Provider calls regarding payment rejections should be referred to the following email address: CareerPathwaysClaims@dss.ca.gov. If assistance is needed with ESP registration or functions, providers can contact the IHSS Service Desk at 1-866-376-7066.

Questions regarding the information transmitted in this ACL may be directed to the Adult Programs Division, by calling (916) 651-1069 or at the following email address: IHSSCareerPathways@dss.ca.gov

Sincerely,

Original Document Signed By:

LEORA FILOSENA, P.M.P.
Deputy Director
Adult Programs Division

cc: County Welfare Directors Association