



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



EDMUND G. BROWN JR.
GOVERNOR

March 13, 2013

ALL-COUNTY INFORMATION NOTICE NO.: I-14-13

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: PUBLIC AUTHORITIES ACCESS IN THE CASE MANAGEMENT,
INFORMATION AND PAYROLLING SYSTEM II (CMIPS II)

REFERENCE: All-County Letter (ACL) 12-68, dated December 4, 2012

The purpose of this All-County Information Notice (ACIN) is to provide counties with information on the access for Public Authorities (PA) in the Case Management, Information and Payrolling System II (CMIPS II).

Every user of CMIPS II is assigned a security role based upon their job description and duties. During the development of CMIPS II a security role was designed for counties that limit system access to their PA staff. This limited security role in CMIPS II was modeled after the existing "Level PA" found in Legacy CMIPS. PAs who currently utilize the limited "Level PA" access in Legacy CMIPS will have access to the same types of information in CMIPS II so they may continue their current duties as agreed upon with their county.

In CMIPS II the counties still have the flexibility to determine the level of access they wish to assign their PA staff based upon current agreements and business functions. As noted in ACL 12-68, PA users are allowed access but must have an authorized county approval signature from the county welfare department and identify the PA user name(s) and user roles. Since the User ID Request forms are no longer sent to the California Department of Social Services (CDSS) for processing, counties are now required to submit a CDSS CMIPS II User ID Confirmation Form (SOC 882) (Attached) to CDSS for all new users who are entered into CMIPS II by the county. This will aid CDSS with identifying the users in the CMIPS II system and tracking the number of licenses used by each county. This form may be e-mailed to CDSS at CMIPSID@dss.ca.gov or faxed to (916) 651-5256.

Reason For This Transmittal

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by one or More Counties
- Initiated by CDSS

Camera-Ready Copies and Translations

For camera-ready copies in English, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access you may obtain these forms from the CDSS webpage at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm.

When all translations are completed per Manual of Policies and Procedures (MPP) Section 21-115.2, including Spanish forms, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm.

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the [GEN 1365-Notice of Language Services](#) and a local contact number.

Should you have any questions regarding the information provided in this letter, please contact the Fiscal, Administrative and Systems Bureau office at (916) 651-1069.

Sincerely,

Original Document Signed By:

EILEEN CARROLL
Deputy Director
Adult Programs Division

Attachment