



CDSS

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

January 3, 2014

ALL-COUNTY INFORMATION NOTICE NO.: I-03-14

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL IHSS PROGRAM MANAGERS
PUBLIC AUTHORITY EXECUTIVE DIRECTORS

SUBJECT: **PUBLIC AUTHORITY (PA) RATE CHANGE PROCESS**

REFERENCE: ACL No. 10-54, dated December 9, 2010
ACL No. 11-56, dated July 29, 2011
ACL No. 12-63, dated December 11, 2012

The purpose of this notice is to provide counties with a reminder of the PA Rate Change Process.

PA RATE CHANGE REQUESTS PROCESS

The process for submitting PA rate change requests has not changed. Counties will be required to follow the previously established rules for submitting PA rate change requests. State approval of the PA rate requires approval of both the California Department of Social Services (CDSS) and the Department of Health Care Services (DHCS). However, in an effort to assist the counties and begin the process, the state will accept a scanned copy of the PA rate change request with all required documentation attached. The county and/or PA may scan and electronic-mail (e-mail) the PA rate change package to the Analyst assigned to your county and provide a copy to Karen La Rose at Karen.LaRose@dss.ca.gov. Original copies of the scanned PA rate change request package will need to be submitted by certified mail.

In accordance with Welfare and Institutions Code (WIC) section 12306.1(b), any change made to the PA/Non Profit Consortium (NPC) rate shall take effect commencing the first day of the month following final approval received by CDSS and DHCS

Counties should keep in mind that the state approval process can take up to 60 days.

Note: All counties should provide CDSS with advance notice once the county is made aware of a PA rate change, and if possible, provide CDSS with documentation to start the rate change process with the Case Management, Information and Payrolling System (CMIPS) II project. However, please keep in mind that a complete package, which includes the Board of Supervisors approval and a copy of the most current Memorandum of Understanding between the PA and the Union, needs to be sent to CDSS before the rate change can be approved by CDSS and DHCS.

CLAIMING DISALLOWANCE

As stated in ACL 10-54, for claiming purposes, counties and PAs should be aware WIC sections 12301.6 and 12305.86, require that provider fingerprinting and Department of Justice background investigations are to be performed at the provider's expense. These expenses will no longer be considered to be factors in the PA rate nor will federal or state funding be made available. Therefore, all claiming for these activities are to be eliminated from SOC 448 claims.

In addition, expenses claimed for direct service delivery (i.e. provision of IHSS authorized service hours) to IHSS recipients by PA staff cannot be claimed. All direct services to recipients must be provided through the established modes of Individual Provider, County Homemaker, or Contract and all hours provided to a recipient must be entered into CMIPS.

PUBLIC AUTHORITY INVOICE FOR ADMINISTRATIVE/HEALTH BENEFIT COSTS (SOC 448)

The SOC 448 is submitted quarterly by each county. The invoice(s) are received and expenditures are verified by a CDSS Adult Programs county analyst. The verified invoices are then forwarded to accounting for payment at which time the payment amount is placed on the State Controller's Office warrant schedule for payment.

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Counties will need to generate a Case Management report (CMIPS II IHSS Paid Case Summary and Detail Report – PCSP – Page 12, IPO – Page 18, and IHSS-R – Page 24 or 30) via the CMIPS II system to complete the SOC 448. If your county went live during the Quarter, you will need to generate a report from the CMIPS Legacy system and include the IPO Adjustment Report and also a report from the CMIPS II system (no IPO Report is needed – IPO hours are already in CMIPS II system). If you need assistance in completing the SOC 448, please call your assigned Adult Programs county analyst and they will walk you through the process.

Counties can scan and forward the completed and signed SOC 448 electronically to their assigned Adult Programs county analyst to expedite the process. The original SOC 448 can then follow by mail.

For any questions or concerns regarding the processes for PA Rate Change and/SOC 448 payment, please contact Karen La Rose, Manager, Fiscal & Administrative Unit, at (916) 653-1908.

Sincerely,

Original Document Signed By:

RUBEN ROMERO, Chief
Systems and Administrative Branch
Adult Programs Division

c: CWDA