



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

April 9, 2015

ALL COUNTY INFORMATION NOTICE NO.: I-22-15

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: ANNUAL QUALITY ASSURANCE/QUALITY IMPROVEMENT
PLAN REMINDER AND COUNTY CASE REVIEW REQUIREMENTS

REFERENCE: MANUAL OF POLICIES AND PROCEDURES §30-702.2;
ACL NO.: 13-110, DATED DECEMBER 31, 2013

REASON FOR THIS TRANSMITTAL

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

This All-County Information Notice (ACIN) serves as a reminder that, per California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Section 30-702.2, counties are required to submit an annual Quality Assurance/Quality Improvement (QA/QI) Plan to CDSS no later than June 1 of each year.

The required elements of county annual QA/QI plans are described in the In-Home Supportive Services (IHSS) QA/QI Policy Manual (page 20 of [ACL No. 13-110](#)) and in the Community First Choice Option California State Plan Amendment #13-007 (page 9). Those elements include:

- A QA Annual Budget Plan for the coming fiscal year. A budget planning form and instructions may be found on pages 36-39 of ACL No. 13-110. For your convenience, [click here](#) for a fillable form.
- A statement from the IHSS Program Manager attesting that the county IHSS QA Policies and Procedures (P&P) are current;
- A summary of any changes to the county's IHSS QA P&P made since the previous annual QA/QI Plan; and
- A brief explanation of how the county is using information gathered through QA activities to improve the quality of the IHSS program at the local level.

Additionally, Fiscal Year 2015-16 case review (desk review and home visit) requirements will be forwarded via email to each county by April 15, 2015. Each county's minimum desk review requirement is a function of its QA staff allocation and is calculated using the formula described in detail in ACL No. 13-110.

Any request for an alternative desk review minimum must be submitted to CDSS for approval, along with a detailed justification, no later than May 29, 2015. Requests for alternative minimums will be considered on a case by case basis. Requests received after the deadline will not be considered.

Counties will be required to conduct home visits totaling 20 percent of their desk review requirements.

If you have questions or require assistance with your annual QA/QI plan or with your county's minimum case review requirement, please call (916) 651-3494 or e-mail ihss.pi@dss.ca.gov.

Sincerely,

Original Document Signed By:

HAFIDA HABEK, Chief
Adult Programs Policy and Quality Assurance Branch
Adult Programs Division