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GOVERNOR

April 1, 2020

ALL-COUNTY INFORMATION NOTICE: I-23-10

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CAPI PROGRAM MANAGERS

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

SUBJECT: CHANGES IN THE CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM ACCESS LEVELS

The purpose of this All-County Information Notice (ACIN) is to provide counties with information regarding changes made to the access levels of the In-Home Supportive Services (IHSS), Case Management, Information and Payrolling System (CMIPS).

Previously there were four levels of screen access for CMIPS available to public authorities (PA) with an additional four screens developed specifically for public authority use. Access is based on an agreement between the counties and their public authority. Legislatively mandated program changes have resulted in modifications and enhancements to CMIPS, including the new ENRL screen, which may make it desirable for counties to allow a different level of access for their public authority's staff. Three new screens have been added to allow counties flexibility in determining the appropriate business need access level for their public authority. In addition, the former Level PA access level has been enhanced to include read/write capabilities to the ENRL screen for county IHSS public authorities.

Counties may choose the level of access from the list below:

| LEVEL | LEVELS OF SCREEN ACCESS |
|------------|--|
| LEVEL 1 | All inquiry screens |
| LEVEL 1E | All inquiry screens plus Read/Write for the ENRL screen |
| LEVEL 2 | All inquiry screens and timesheet entry |
| *LEVEL 2E | All inquiry screens, timesheet entry plus Read/Write for the ENRL |
| LEVEL 3 | All add, change and timesheet entry |
| LEVEL 4 | All add, change and SPEC transactions |
| LEVEL 5 | All add, change, timesheet entry and SPEC transactions |
| *LEVEL PA | Public Authority Authorized screens, inquiry plus Read/Write for the ENRL screen |
| *LEVEL PAI | Public Authority Authorized screens, inquiry only |

A copy of the new CMIPS User ID Request Form, revised 2/12/2010, is attached. This form replaces all previous versions of the CMIPS User ID Request Form and must be completed in full prior to submission to the Adult Programs Systems Unit for processing. Counties can scan and e-mail the completed form(s) to CMIPSID@dss.ca.gov or fax to the Adult Programs Systems Unit at (916) 229-3155, attention Jodi McBroom. An electronic copy of this form may be requested from the IHSS Help Desk.

Please note, all requests for Public Authority screen access or access level changes must have the authorized county approval signature from the local county welfare department.

This revised form will be included in the next update of the CMIPS 2000 User's Manual.

If you have any questions regarding these changes or this letter, please contact Jodi McBroom, Analyst, Systems Unit, at (916) 229-4019.

Sincerely,

Original Document Signed By:

EILEEN CARROLL, CHIEF
Adult Programs Branch
Adult Programs Division

Attachment