



CDSS

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June 9, 2008

ALL COUNTY INFORMATION NOTICE: I-44-08

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS
ALL APS 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: **SEVERE WEATHER EMERGENCY RESPONSE PLAN PROTOCOLS FOR IN-HOME SUPPORTIVE SERVICES (IHSS) AND ADULT PROTECTIVE SERVICES (APS) RECIPIENTS**

The purpose of this All-County Information Notice (ACIN) is to describe the role of the California Department of Social Services (CDSS) and other state agencies in coordinating with local and county agencies in the event of a severe weather-related emergency, to ensure the safety and well-being of In-Home Supportive Services (IHSS) and Adult Protective Services (APS) recipients/consumers.

Background

The Office of Emergency Services (OES) is the state’s lead agency in coordinating disaster response for all state agencies; this includes heat-related emergencies. OES defines a heat-related emergency in three phases. The phases are activated based on severity of the risk of heat to vulnerable populations, the general public, and animals. Phase II in this series is considered a “Heat Alert” which can be triggered by issuance of a special weather statement by the National Weather Service for an Operational Area or Region predicting an “Excessive Heat Warning,” power outages, electrical blackouts, or rotating blackouts during periods of high heat. A Phase III is considered a “Heat Emergency” and can be triggered by notification from an operational area that one or more jurisdictions have proclaimed an emergency related to excessive heat. The general criteria listed here for Phases II and III are not exhaustive. More information regarding the Office of Emergency Services’ additional criteria for the Heat Contingency Plan and the Extreme Cold-Freeze Contingency Plan can be found at their website at:

<http://www.oes.ca.gov/WebPage/oeswebsite.nsf/Content/809B672DAC1E0465882574100066670A?OpenDocument>

The authority to proclaim a local emergency is described in Government Code 8630(a) as the responsibility of the governing body of a city, county or city and county or by an official designated by ordinance such as the local public health officer. Emergency plans are developed locally and executed in coordination with OES operations and other local entities. In the event of a locally-declared or state-declared emergency, statewide coordination of resource support to local government is available through the Standardized Emergency Management System (SEMS). California also follows the SEMS during federally-declared disasters.

SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, county, regional surrounding other counties and state. When local resource are inadequate to meet the need, the requests are made to the next higher emergency response level until the resource need is met.

State Role

In an effort to mitigate any adverse impact to our most vulnerable IHSS/APS recipients/consumers, Adult Programs Branch (APB) will issue an electronic alert to County Welfare Directors, Public Authorities and County IHSS/APS Program Managers during a Phase II Heat alert or other prolonged severe weather emergency. CDSS staff will also be available to advise counties and coordinate with State OES as necessary. In the event that conditions warrant, (Phase III of the Heat Plan or Phase II and Phase III of the Extreme Cold-Freeze Plan), APB will contact the affected counties to determine whether emergency contingency plans have been activated and what steps have been taken to ensure client safety. APB will use this information to identify any high-level issues for action and reporting purposes.

County Role

In the event that APB alerts county IHSS and APS programs in the affected counties of a severe weather emergency, county staff should refer to their local emergency response plans to determine the required level of response consistent with the requirements of the local plan. Any county that does not have protocols established in its local plan to deal with severe weather emergencies, is highly encouraged to develop protocols for responding specifically to vulnerable IHSS and APS clients. All county IHSS and APS staff should be knowledgeable and trained to provide timely response during such emergencies. The local plan should include procedures that the county will follow to identify and produce a targeted list of the most vulnerable populations for immediate use in the event of

an emergency, and procedures for contacting targeted IHSS/APS recipients/consumers to evaluate their safety during the severe weather.

Welfare and Institutions Code Section 10850.9 gives counties the authority in specified declared situations to “disclose, the name and residential address of elderly or disabled clients to police, fire, paramedical personnel, or other designated emergency services personnel, in the event of a public safety emergency that necessitates the possible evacuation of the area in which those elderly or disabled clients reside”.

Case Management Information and Payrolling System (CMIPS) Instructions

Counties are reminded of the option to utilize the Case Management, Information and Payrolling System (CMIPS) data to identify their most vulnerable population and generate a list of clients that can be integrated into a larger county-wide emergency response master plan. For example, using the ad hoc tool, counties can produce a list of IHSS recipients the county has previously identified and recorded as “critical” or “urgent” in CMIPS using the Disaster Preparedness Field D2, located on the SOC 293. [CMIPS User’s Manual Page V-A-5 & 6]. This list can be integrated into the county’s emergency response plan. Also, counties are reminded to maintain the list of IHSS/APS recipients/consumers in a secured place, as that information, though necessary for purposes of notifying individuals in an emergency, is still confidential for the protection of those vulnerable populations.

Additional Resources

Also, during periods of local and/or state issued heat or cold weather advisories, the California Department of Community Services and Development will implement the Severe Weather Energy Assistance and Transportation Services (SWEATS) program. The intent of the program is to facilitate and encourage an immediate response to those low-income clients who are at-risk of exposure to extreme indoor air temperatures by loaning temporary and portable cooling and power generating devices or appliances, or provide transportation to cooling centers.

The SWEATS program is administered by non-profit or public agencies at the local level. These local agencies (listed in the service provider directory in the following link on a county-by-county basis) can be contacted for more information about how to apply for SWEATS during an extreme weather situation: <http://www.csd.ca.gov/Programs/Programs.aspx> .

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Additional information such as heat weather advisory tips will be posted on the website at:
<http://www.oes.ca.gov/Operational/OESHome.nsf/ALL/AA07C0C051F70991882572F3005C15CF?OpenDocument>.

Thank you for your assistance in ensuring the safety of our most vulnerable populations during excessive weather conditions. If you have any questions regarding this letter, please contact Marshall Browne, Manager, Adult Programs Branch, Operations and Technical Assistance Unit, at (916) 229-3494.

Sincerely,

Original Signed by:
EILEEN CARROLL
Acting Deputy Director

EVA L. LOPEZ
Deputy Director
Adult Programs Division