

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



August 27, 1987

ALL COUNTY LETTER NO. 87-117

TO: ALL COUNTY PUBLIC WELFARE DIRECTORS

SUBJECT: CHANGE IN THE DEFINITION OF AN INDIVIDUAL  
CONSIDERED SEVERELY IMPAIRED (SI) FOR IN-  
HOME SUPPORTIVE SERVICES (IHSS)

The State Department of Social Services was requested by the Legal Aid Foundation of Los Angeles to review our interpretation of Welfare & Institutions Code (W&IC) Section 12304(e). This section lists the services that qualify an IHSS recipient as a severely impaired individual. After a careful review, the Department has concluded that meal preparation is to be counted as a separate service, as is consumption of food, in determining whether an individual is severely impaired.

Effective September 1, 1987, the definition of a severely impaired individual will be changed to mean a recipient with an individual assessed need for 20 hours or more per week of service in any or all of the following areas:

1. Nonmedical personal services, limited to:
  - (a) Bowel and bladder care
  - (b) Respiration
  - (c) Consumption of food (feeding)
  - (d) Routine bed baths
  - (e) Bathing, oral hygiene and grooming
  - (f) Dressing
  - (g) Rubbing of skin to promote circulation, etc.
  - (h) Moving into and out of bed
  - (i) Care of and assistance with prosthesis
  - (j) Routine menstrual care
  - (k) Ambulation.
2. Preparation of meals.
3. Meal cleanup when preparation of meals and consumption of food (feeding) are required
4. Paramedical services.

Case Management Information and Payrolling System (CMIPS) Procedures:

CMIPS will recalculate all cases with an individual assessed need for preparation of meals to determine if, by including that service itself, an individual will be considered severely impaired.

- o Those who were considered non-severely impaired (NSI) with an unmet need and will now be SI will have authorized service hours increased which will generate both a Turnaround Document (TAD) SOC 293 and a Notice of Action (NOA) NA 690.
- o All other NSI individuals who will now be considered SI will be sent a NOA to advise them of their right to receive an advance IHSS payment.
- o Three county listings will be generated by this automation effort:
  1. A listing of all cases actually automated.
  2. An exception list of affected cases that cannot be automated because of
    - overdue assessment - that is, an active case with an assessment due date of June 30, 1987, or earlier, and
    - cases that have more than one delivery mode.
  3. An exception listing of providers that cannot be automated.

Each of the steps is discussed below:

A. TADS SOC 293

- 1, All eligible recipients will receive a change from NSI to SI.
2. All eligible NSI recipients with unmet needs who change to SI will have more hours authorized - up to the SI maximum payment.

3. A TAD SOC 293 will be generated which will reflect, as appropriate:

- Increased Hours in Field K3 or L1
- Change of Beginning Date in Field M2
- Change of Gross Amount in Field M4
- Change of Hours in Field M5
- Change to SI in Field M7
- Changes on the Assessment Grid, Field AA - YY
- Change of Beginning Date in Field ZZ3
- Recomputation of all fields in Line aa.

4. The TAD will have an identifying message on the top which will read:

"SI: Meal Preparation Change"

B. NOAs NA 690

1. An automated NOA will be generated for all affected recipients. Because we have a five month supply of NOA stock, a special message will be printed on all NOAs sent to this affected recipient group and will be on all future NOAs until new NOAs are printed:

"Note: Effective September 1, 1987, 'Prepare Meals' is counted in the criteria for 20 hours or more in starred (\*) services - see above."

2, For those recipients whose hours are increased, message number 382 or 383 will print:

382 "Your unmet need for IHSS is decreased because the state payment maximum has been increased to \$1051. MPP 30-765."

383 "You no longer have an unmet need for IHSS because the increased state payment maximum of \$1074 will cover the cost of your assessed need for service. MPP 30-765."

This number will be printed in the NOA Message Field R on the TAD SOC 293.

C. TAD SOC 311

1. For all affected Individual Provider (IP) served cases with one recipient/one provider relationship indicated in# of Provider Field E3, there will be a TAD SOC 311 generated with changes in Beginning Date Field F2 and Hours Field F4.
2. The TAD will have an identifying message on the top which will read:  
  
"SI: Meal Preparation Change•"
3. For all other non one-to-one providers, the TAD SOC 311 must be manually updated with the appropriate entries in Hours Field F4 and Rate Field F6.

D. Exception Listing

Cases that are identified on an exception listing must be manually updated by the social service worker.

1. For overdue assessments, the worker must complete a reassessment and enter a new Ending Date in Field ZZ4. CMIPS will then recompute the case file and generate both a corrected TAD SOC 293 and NOA.
2. For mixed mode cases, the worker must enter the hours of one of the service delivery modes in Mode/Rate/Hours Field K1 or L1 and a Beginning Date in Field ZZ3 on the TAD SOC 293. CMIPS will then recompute the case file and generate both a corrected TAD and NOA.
3. The TAD SOC 293 will have no identifying message on top of the form. The action will be treated as a reassessment change.

4. An automated NOA will be generated to the recipient with message number 382 or 383 and that number will be printed in the NOA Message Field R on the TAD SOC 293.

E. Printing of Documents

All TADs and NOAs will be printed at the printer sites by on-line counties; batch counties will have documents printed by Electronic Data Systems and mailed to the recipient and county, as appropriate.

F. Document Changes

There is a five month supply of both the TAD SOC 293 and NOA NA 690. Until forms have been reordered, all social service staff should remember that \*\* Preparation of Meals on the SOC 293 will be treated as \* Preparation of Meals in determining whether an individual is severely impaired. The NA 690 will have a special message printed in the message area (see above under B 1. for the wording). For illustration, a copy of a NOA is on the last page.

Questions regarding CMIPS procedures should be addressed to Ms. Roberta Christensen at (916) 363-6431. Questions regarding program issues should be addressed to your Adult and Family Services Operations Consultant at (916) 445-0623.



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Adult and Family Services

cc: CWDA

**Attachment**