

## IHSS Social Worker Hearings Checklist

### I. Preparation before the Hearing

*Partner with your county's Appeals Specialist to review your case.*

- Do you know what's in your case file?
- Do you understand your role at the hearing?
- Do you have supporting documents: Annotated Assessment Criteria, Hourly Task Guidelines, Age Appropriate Guidelines, Healthcare Certification, etc.?

### II. Preparation for the Hearing

*Work together with your county's Appeals Specialist.*

- Ensure you are a credible witness
  - Establish your expertise, including numbers of years as a social worker, trainings received, number of hearings attended, etc.
  - Do you know your recipient's functional abilities and limitations?
  - Do you have your complete file (e.g. past assessments)?

**Prepare your case so you may respond to the following questions:**

#### Observations

- Was this your first meeting with the recipient or have you known him/her for several years?
- Who was present during the home visit?
- What happened during the home visit?

#### Interviews with Recipient and Other Household Members

- How much time did you spend at the recipient's home?
- What kinds of questions and in what detail did you ask?
- In what language did you conduct the home visit? Who was the interpreter?

#### Review of Documentation

- Did you ask for a medical report?
- Did you receive a medical report? If so, did you rely on it for your assessment?

### III. After the Hearing

*If the hearing record is left open:*

- Obtain additional information and/or make additional contacts to support the case.
- Review presented materials that were not reviewed during the hearing
- Provide to Appeals Specialist a written response for aforementioned information, and Appeals Specialist will report to CDSS that they have complied with the hearing order