

April XX, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY INFORMATION NOTICE NO. XX-XX**

This All County Information Notice (ACIN) is to provide counties with information regarding correct actions in CMIPS to enroll Blind and Visually Impaired (BVI) IHSS/WPCS Recipients and Non-Blind and Visually Recipients who wish to use the Telephone Timesheet System (TTS) to approve timesheets.

DRAFT



PAT LEARY  
ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GOVERNOR

April XX, 2019

ALL COUNTY INFORMATION NOTICE (ACIN) NO. X-XX-19

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY IN-HOME SUPPORTIVE SERVICES PROGRAM  
MANAGERS AND SUPERVISORS

SUBJECT: ENROLLING IN THE TELEPHONE TIMESHEET SYSTEM OPTION

This All County Information Notice provides counties with information regarding correct actions in CMIPS to enroll Blind and Visually Impaired (BVI) IHSS/WPCS Recipients and Non-Blind and Visually Recipients who wish to use the Telephone Timesheet System (TTS) to approve timesheets.

## **BACKGROUND**

Blind and Visually Impaired IHSS/WPCS Recipients have the option of approving timesheets through the TTS. Currently, to use the telephonic system the Recipient must contact the County and create a four-digit Recipient Authentication Number (RAN) which is used to approve timesheets. Non-BVI IHSS/WPCS Recipients may use the TTS system if their Providers are enrolled in Electronic Timesheets.

### **CMIPS Actions**

#### **A BVI Recipient would like to use TTS to approve timesheets**

The BVI Recipient must contact the County and request to be set up for TTS. The County will create or modify a record on the *Blind or Visually Impaired* screen and select the Telephonic System as the Timesheet Option. The County must also enter the Recipient Authentication Number (RAN) that the Recipient chooses if the Recipient will be using the Telephonic System.

Only the *Blind or Visually Impaired* screen should be used when establishing a BVI Recipient as a TTS User.

Please note that if a provider enrolls in electronic timesheets, and the Recipient is using the TTS to approve timesheets, the Recipient will continue to use the TTS to approve the electronic timesheets. No County action is needed in this situation to accommodate the Provider's change to electronic timesheets.

*A Non-BVI Recipient would like to use TTS to approve timesheets*

Non-BVI Recipients may choose to use TTS to approve timesheets if their provider has enrolled in Electronic Timesheets.

The Non-BVI Recipient must contact the County and request to be set up for TTS. The County will create a record on the *E-Timesheet Enrollment* screen for the Recipient and select the Telephonic System as the Timesheet Option. The County must also enter the Recipient Authentication Number (RAN) that the Recipient chooses.

Only the *E-Timesheet Enrollment* screen should be used when establishing a Non-BVI Recipient as a TTS User.

Additional enhancements to TTS for Recipients and Providers will be coming to CMIPS in the future. Those enhancements will be communicated by CDSS at that time.

Questions regarding the content of this ACIN may be directed to the CMIPS Systems Operations Unit within the Systems Operations and Data Analysis Bureau at the following email address: [CMIPSII-Requests@dss.ca.gov](mailto:CMIPSII-Requests@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

DEBBI THOMSON  
Deputy Director  
Adult Programs Division

c: CWDA