



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

August XX, 2018

ALL-COUNTY LETTER NO.: 18-XX

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

**SUBJECT: CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM
MODIFICATIONS TO INTER-COUNTY TRANSFER FUNCTIONALITY
FOR IN-HOME SUPPORTIVE SERVICES**

The purpose of this All-County Letter (ACL) is to provide counties with information regarding Case Management, Information and Payrolling System (CMIPS) modifications scheduled to be implemented on August 24, 2018.

BACKGROUND

When an In-Home Supportive Services (IHSS) recipient moves from one county to another, the county responsible for the management of the case must be changed. The Inter-County Transfer (ICT) process allows Case Management Users to transfer a case from one county to another without interrupting services.

CMIPS ICT FUNCTIONALITY MODIFICATIONS

It has come to the attention of the California Department of Social Services (CDSS) that some receiving counties are cancelling ICTs without properly notifying anyone rather than following the correct process. At the request of counties, CDSS will be making changes to the ICT functionality in the Case Management, Information and Payrolling System (CMIPS), allowing only the sending county the ability to cancel an ICT. The "Cancel" button will be disabled for receiving counties and will no longer display on the *Inter-County Transfer* screen. All other processes associated with ICTs will remain the same.

ICT PROCESS

In accordance with MPP Section 30-759.9, “An intercounty transfer shall be initiated by the transferring county after receiving notification from the recipient or person as described in Section 30-760.1 of his/her move to a new county.” The transferring county is required, within 10 calendar days from the original date of notification, to send a notification of transfer form to the receiving county. Pursuant to 30-701(i)(1)(D), “The transfer period shall end as soon as administratively possible but no later than the first day of the month following 30 calendar days after the notification of transfer form is sent to the receiving county or as allowed in Section 30-759.96.”

The receiving county must conduct a face-to-face assessment with the recipient during the Inter-County Transfer (ICT) period as part of the transfer process, pursuant to MPP Section 30-759.94. As stated in 30-759.92, “There shall be no interruption or overlapping of services as a result of the recipient moving from one county to another.” Therefore, the ICT should be accepted and the receiving county should document all of its attempts to contact the recipient in the case file. However, if after reasonable due diligence efforts have been made to contact the recipient and no response is received, the recipient can be determined ineligible or the case terminated based on the recipient’s failure to cooperate with the county’s request for information necessary to determine eligibility and level of need pursuant to MPP 30-760.11. Reasonable efforts include phone calls, letters with specific date and time that a visit will be conducted, and physically attempting to visit the location.

COUNTIES RESPONSIBILITIES

In order to successfully complete the ICT process, it is critical that counties communicate, provide all required hardcopy documentation, provide clear notes in the recipient’s case file and in CMIPS and work together to ensure there is no interruption or overlapping of services as a result of a recipient moving from one county to another.

If you have questions or comments regarding this ACL, please contact the Adult Programs Division, County Assistance Line at (916) 551-1003.

Sincerely,

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA