NOVEMBER XX, 2014

ALL COUNTY LETTER 14-XX

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS
IN-HOME OPERATIONS COORDINATORS

SUBJECT: IMPLEMENTATION OF REQUIRED NEW SCREENS IN THE CASE MANAGEMENT AND INFORMATION PAYROLLING SYSTEM TO ACCOMMODATE IN-HOME SUPPORTIVE SERVICES (IHSS) AND WAIVER PERSONAL CARE SERVICES (WPCS) OVERTIME AND TRAVEL TIME FORMS TRACKING

REFERENCES: Senate Bills 855 and 873; ACL 14-76 (October 8, 2014)

This All County Letter (ACL) is to provide counties with information and instructions for the implementation of Senate Bill (SB) 855, SB 873 and ACL 14-76 as they relate to system changes in the Case Management, Information and Payrolling System (CMIPS II) that require In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers to receive compensation for overtime and travel time. Included in this ACL is information on new and modified screens for new forms tracking in CMIPS II to support the changes that take effect January 1, 2015.

BACKGROUND

ACL14-76 describes the U.S. Department of Labor’s Final Rule on the Application of the Fair Labor Standards Act to Domestic Service, which requires compensation of IHSS and WPCS providers for overtime when they work more than 40 authorized hours in any workweek. The Final Rule also requires that providers be compensated for travel time and wait time in certain circumstances. SB 855 added section 12300.4 to the California Welfare and Institutions Code (WIC), limiting the number of hours that IHSS and WPCS providers are permitted to work in any workweek. "Workweek" is
defined as the period beginning at 12:00 a.m. on Sunday and terminating at 11:59 p.m. the following Saturday.

To meet the January 1, 2015 implementation date, CMIPS II will be modified to process and calculate overtime compensation at one and one-half times the regular rate of hourly pay when time worked exceeds 40 authorized hours per workweek. In addition, CMIPS II will also be modified to calculate and pay travel time and wait time, as well as calculate weekly authorized hours based on each recipient’s monthly authorization and track recipient and provider workweek agreements.

**REQUIRED FORMS TRACKING**

**Recipients**

In November, IHSS recipients will receive mailers from the California Department of Social Services (CDSS) to inform them of the upcoming FLSA rules implementation. As part of this outreach effort, recipients will receive documents that they must complete and return to the county to acknowledge that they understand the new rules and their responsibilities regarding overtime, travel time, and scheduling. All recipients are required to return a completed IHSS Program Overtime and Workweek Requirements Recipient Declaration (TEMP 3000). The county will enter each form’s date of receipt into CMIPS II.

To verify whether a recipient has returned the TEMP 3000, select the “Recipient Overtime Agreement” link in the Overtime folder on the left navigation pane on the Case Home screen. (Case Home > Overtime > Recipient Overtime Agreement. See Figure 1.) This displays the Recipient Overtime Agreement screen. If there is an existing record, the user can verify the date on which the TEMP 3000 was received, the date on which it was entered into CMIPS II, and the username of the county employee who entered the record.
To record receipt of a TEMP 3000 form, create a new Recipient Overtime Agreement by selecting the “New” link on the Recipient Overtime Agreement screen. This displays the Create Recipient Overtime Agreement screen (see Figure 2). Enter the date on which the form was received by the county (“Date Received” field) and then select the “Save” link. Once saved, a record will be created on the Recipient Overtime Agreement screen.
Existing Recipient Overtime Agreements may be viewed or inactivated. To view the record, select the “View” link (the View Recipient Overtime Agreement screen will display (see Figure 3).
Selection of the *Inactivate* link on the *View Recipient Overtime Agreement* screen will cause a confirmation warning to appear (see Figure 4). Selecting “Yes” inactivates the record. If a Recipient Overtime Agreement is inactivated in error, it cannot be reactivated (it will be necessary to create a new Recipient Overtime Agreement).

![Inactivate Recipient Overtime Agreement Screen](image)

**Figure 4: Inactivate Recipient Overtime Agreement Screen**

**Providers**

In November, providers will receive informing notices from CDSS to inform them of the new IHSS program rules and their responsibilities regarding overtime. As part of this informing notice, all currently enrolled IHSS providers must return a revised Provider Enrollment Form (SOC 846).

To verify whether a provider has returned the revised SOC 846, start at the *Person Home* screen and select the “Provider Details” link in the *Provider* folder on the left navigation pane. (Person Home > Provider > Provider Details) A new “SOC 846 – Overtime Agreement” field added to the “Enrollment” cluster on the *Provider Details* screen indicates whether the SOC 846 has been returned (see Figure 5). If the field is populated with “Yes,” then the revised SOC 846 has been received by the county. Otherwise, the field indicator will be set to “No,” indicating that the provider has not yet returned the form.
To indicate a revised SOC 846 was received a county user must select the **Edit** link on the **Provider Details** screen which will cause the **Modify Provider Details** screen to display (see Figure 6). The user should then click the box next to the “SOC 846 – Overtime Agreement” field and select the **Save** link. Once saved, the **Provider Details** screen will automatically be updated.
RECIPIENT WORKWEEK AGREEMENTS IN CMIPS II

CDSS has developed a new Recipient/Provider Workweek Agreement (SOC 2256) to capture work schedules for recipients who have multiple providers working for them. This form helps to ensure that each of a recipient’s providers is in compliance with workweek limits. The Recipient Workweek Agreement screen was developed in CMIPS II to facilitate the entry and tracking of the SOC 2256 signed and returned by the recipient to the county IHSS office.

To reach this new screen, select the “Recipient Workweek Agreement” link in the newly created Overtime folder from the left navigation pane on the Case Home screen. (Case Home > Overtime > Recipient Workweek Agreement) When this link is selected, the Recipient Workweek Agreement list screen displays all active “Active” status Recipient Workweek Agreements (see Figure 7). If a recipient is authorized to receive both IHSS and WPCS hours, and multiple providers are working for this recipient a workweek agreement must be completed for each program. Recipients who meet these criteria will have two “Active” workweek agreements listed on this screen.

Figure 7: Recipient Workweek Agreement Screen
To create a new Recipient Workweek Agreement, select the “New” link at the top of the Recipient Workweek Agreement list screen. The Create Recipient Workweek Agreement screen will display. Enter a Begin Date for the new recipient workweek agreement and at least one entry in a Daily Hours Field (Sunday through Saturday) based on the SOC 2256 received by the county. To select a provider, click on the magnifying glass icon next to the “Provider Name” field, which will cause the Select Provider screen to display. A list of active providers on the case will appear. Selecting a provider from the list displays the provider’s name in the “Provider Name” field on the Create Recipient Workweek Agreement screen (see Figure 8). Select “Provider Type” from the drop down list to indicate whether the provider is an IHSS or WPCS provider. Clicking the “Save” link creates a new Recipient Workweek Agreement record.

Please note: Attempting to enter hours greater than the Recipient Weekly Authorized Hours displayed will result in an error message.

Figure 8: Create Recipient Workweek Agreement Screen
To view an existing Recipient Workweek Agreement, select the “View” link next to the active Recipient Workweek Agreement on the *Recipient Workweek Agreement* list screen. Select the active record and the *View Recipient Workweek Agreement* screen will display (see Figure 9). In addition to viewing the details of a particular Recipient Workweek Agreement, the record may be edited or inactivated. This screen also has a “History” link that, when selected, will display the *Recipient Workweek Agreement History* screen.

![Figure 9: View Recipient Workweek Agreement Screen](image)

To inactivate an existing Recipient Workweek Agreement, select the “Inactivate” link on the *View Recipient Workweek Agreement* screen. A confirmation screen will appear. If the Recipient Workweek Agreement is inactivated in error it cannot be reactivated (a new Recipient Workweek Agreement would need to be created). Once a Recipient Workweek Agreement is inactivated, the *Recipient Workweek Agreement History* screen will reflect the inactive record.

An existing Recipient Workweek Agreement may be edited by accessing the *Modify Recipient Workweek Agreement* screen. To do this, select the “Edit” link associated with a Recipient Workweek Agreement on the *Recipient Workweek Agreement* list screen or select the “Edit” link on the *View Recipient Workweek Agreement* screen (see Figure 10). The “Time Entries” fields may be updated on this screen, but the “Begin Date” and “End Date” values cannot be changed and the “Provider Name” and “Provider Type” fields cannot be updated. If the dates or providers associated with a specific Recipient Workweek Agreement need to be changed, or the county receives an updated SOC 2256, it will be necessary to create a new Recipient Workweek.
Agreement by accessing the *Create Recipient Workweek Agreement* screen.

Please note: If a case is terminated, all active Recipient Workweek Agreements will be inactivated automatically and will need to be reentered if the termination is rescinded or the case is reactivated and the recipient employs multiple providers.

To view inactive Recipient Workweek Agreements, access the *Recipient Workweek Agreement* screen by selecting the “History” link on the *View Recipient Workweek Agreement* screen or the “View Inactive History” link on the *Recipient Workweek Agreement* list screen (see Figure 11). The *Recipient Workweek Agreement History* screen lists all of the “inactive” Recipient Workweek Agreements; new rows are added as changes are made on the *Modify Recipient Workweek Agreement* screen (see Figure 10). Each row on the history screen displays all of the information associated with each Recipient Workweek Agreement, including the user name of the individual who updated the *Modify Recipient Workweek Agreement* screen and the date on which it was modified.
PROVIDER WORKWEEK AGREEMENTS IN CMIPS II

Per ACL 14-76, to assist IHSS providers who work for multiple recipients, with establishing a work schedule including any applicable travel to stay within the limitation for providers, California Department of Social Services (CDSS) created the IHSS Program Provider Workweek and Travel Agreement (SOC 2255) that documents the number of daily hours they plan to work each week for each recipient and any travel time they plan to incur. The Provider Workweek Agreement screen was developed in CMIPS II to facilitate the entry and tracking of the SOC 2255. The SOC 2255 will be completed and signed by the provider if he/she works for multiple recipients.

The new screen is accessible by selecting the “Provider Workweek Agreement” link in the Provider folder from the left navigation pane on the Person Home screen. (Person Home > Provider > Provider Workweek Agreement) When the link is selected, the Provider Workweek Agreement list screen displays all active “Active” status Provider Workweek Agreements (see Figure 12). If a provider with both IHSS and WPCS hours works for multiple recipients, a workweek agreement must be completed and signed for each program. Providers who meet these criteria will have two “Active” workweek agreements listed on this screen.
To create a new Provider Workweek Agreement, select the “New” link at the top of the Recipient Workweek Agreement list screen. The Create Provider Workweek Agreement screen will appear (see Figure 13). Enter a Begin Date for the new provider workweek agreement and at least one entry in a Daily Hours Field (Sunday through Saturday) based on the SOC 2255 received from the provider. To select a recipient, click on the magnifying glass icon next to the “Recipient Name” field. The Select Recipient screen will appear, displaying a list of all active recipient cases to which the provider is currently linked. Selecting a recipient from the list displays the recipient’s name in the “Recipient Name” field on the Create Recipient Workweek Agreement screen. In the “Program Type” field, indicate whether this is an IHSS recipient or a WPCS recipient. Selecting the “Save” link creates a new Provider Workweek Agreement record.

Please note: Attempting to enter hours greater than the Recipient Weekly Authorized Hours displayed will result in an error message.
To view an existing Provider Workweek Agreement, select the “View” link next to the active Provider Workweek Agreement on the Provider Workweek Agreement list screen. Selecting the active record displays the View Provider Workweek Agreement screen. In addition to viewing the details of a particular Provider Workweek Agreement, the record may be edited or inactivated. This screen also has a “History” link that, when selected, displays the Provider Workweek Agreement History screen.

Selecting the Inactivate link on the View Provider Workweek Agreement screen causes confirmation screen to display (see Figure 14). If the Provider Workweek Agreement is inactivated in error, it cannot be reactivated (a new Provider Workweek Agreement would need to be created). Once a Provider Workweek Agreement is “inactivated,” the Provider Workweek Agreement History screen will be updated to display the inactive record.
To edit an existing Provider Workweek Agreement, access the Modify Provider Workweek Agreement screen (see Figure 15) by selecting the “Edit” link associated with a Provider Workweek Agreement on the Provider Workweek Agreement list screen or by selecting the “Edit” link on the View Provider Workweek Agreement screen. The “Time Entries” fields may be updated on this screen, but the “Begin Date” and “End Date” values cannot be changed and the “Provider Name” and “Program Type” fields cannot be updated. If the dates or providers associated with a specific Provider Workweek Agreement need to be changed, or the county receives an updated SOC 2255, it will be necessary to create a new Provider Workweek Agreement by accessing the Create Provider Workweek Agreement screen. If a provider is terminated, all active Provider Workweek Agreements will be inactivated automatically and will need to be reentered if the provider becomes active again and continues to work for multiple recipients.
To view inactive Provider Workweek Agreements, access the Provider Workweek Agreement History screen by selecting the “History” link on the View Provider Workweek Agreement screen or the “View Inactive History” link on the Provider Workweek Agreement list screen (see Figure 16). The Provider Workweek Agreement History screen lists all of the “inactive” Provider Workweek Agreements and new rows are added as changes are made on the Modify Provider Workweek Agreement screen. Each row on the history screen displays all information associated with each Recipient Workweek Agreement, including the user name of the individual who updated the Modify Provider Workweek Agreement screen and the date on which it was modified.
TRAVEL TIME

Providers who work for two or more recipients on the same day may be eligible to receive compensation for travel time. In CMIPS II, an approved SOC 2255 that includes travel time must be approved before a provider can be paid for travel or receive a travel timesheet. Once an SOC 2255 is received by the county, they must review the form for completeness and accurate information entered on the form. The county user must enter the travel time by selecting the “Travel Time” link in the Provider folder on the left navigation pane from the Person Home screen. (Person Home > Provider > Travel Time) The Travel Time screen will appear (see Figure 17).
Clicking “New” will display the *Travel Time Recipient Case* screen, which lists all recipients associated with the provider record (see Figure 18). Recipient records display by Provider Status (Active, Leave, Terminated Order) with a secondary sort by Recipient Last Name. If a provider is working for a recipient under both the WPCS and IHSS programs, a segment for each program will be displayed.

Figure 18: *Travel Time Recipient Case* Screen

Select the “Travel Time” link next to the recipient case name to display the Travel Time screen and Create, Edit or View a travel segment (see Figure 19).

Figure 19: *Travel Time* Screen (Provider)
To create a new Travel Time Agreement, click on the "New" link on the Travel Time screen and the Create Travel Time Agreement screen (see Figure 20) will display. Enter a Begin Date for the new travel time agreement, Weekly Travel Time and select a provider Program Type. The End Date is optional and defaults to 12/31/9999 if not entered.

![Create Travel Time Screen](image)

Figure 20: Create Travel Time Screen

To view a Travel Time Agreement segment, click on the “View” link on the Travel Time screen next to the segment and the View Travel Time screen (see Figure 21) displays.

The View Travel Time screen displays the selected segment with a link to the associated History screen. Additionally, the View screen has links to allow the county user to edit or inactivate a segment or put the segment in Leave/Terminate status.
To edit an existing Travel Time segment, select the “Edit” link on the View Travel Time screen. The Modify Travel Time screen will display (see Figure 22).

The Modify Travel Time screen allows the county user to update the Begin Date, End Date and Weekly Travel Time Hours values. These edits will need to be made when a SOC 2255 is received with modified hours. Please note that the ‘Traveling From’ Recipient and Provider Type fields cannot be updated, a new Travel Time segment must be created to add each additional recipient.
A new Travel Time segment must be created to add each additional recipient. The View screen displays the selected segment only with a link to the associated History screen. Additionally, the View screen has a link to the Leave/Terminate screen, allowing the county to place the Travel Time segment on Leave or Terminate status.

To put an existing Travel Time Agreement on Leave/Terminate status, select the “Leave/Terminate” link on the View Travel Time Screen. The Leave/Terminate Screen (Figure 24) will display to allow the county user to place a Travel Time segment on Leave status for a period of time or Terminate the segment.
To view the history of travel time agreements associated with a case, select the “History” link on the View Travel Time screen. The Travel Time History screen will display all travel time records for the case (see Figure 24). The History screen displays all associated Travel Time segments with the most recent at the top and the oldest at the bottom. See the New Timesheet ACL for details on the travel timesheet.
OVERTIME IN CMIPS II

New screens have been added to CMIPS II to assist with tracking the maximum number of overtime hours allowed on a weekly and monthly basis for each recipient. To access these screens, select the *Monthly Overtime Maximum* link in the *Overtime* folder from the left navigation pane on the *Case Home* screen. (Case Home > Overtime > Monthly Overtime Maximum) Selecting that link displays the new *Monthly Overtime Maximum* list screen (see Figure 25). For the initial January 1, 2015 implementation, the Monthly Overtime Maximum list screen will be available but no case data will be displayed. Counties should expect this screen to display with case data by April 1, 2015.

![Figure 25: Monthly Overtime Maximum Search Screen](image-url)
FORTHCOMING ACLs/ACINs

In the coming months, CDSS will release ACLs/ACINs to address the following CMIPS II changes:

- Modified Screens
- New and Modified Processes
- New and Modified Reports
- Violations

If you have questions or comments regarding this ACL, please contact the Adult Program Division CMIPS II and Systems Operations Unit at (916) 551-1003 or via e-mail at: CMIPSII-Request@dss.ca.gov.

Sincerely,

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