

Insert Date

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. XX-XX

The purpose of this All County Letter is to announce the Mandatory In-Home Supportive Services (IHSS) Refresh Training for county case workers.

DRAFT



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



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ALL COUNTY LETTER NO. XX-XX

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

SUBJECT: ANNOUNCEMENT OF THE MANDATORY IN-HOME
SUPPORTIVE SERVICES (IHSS) REFRESH TRAINING FOR
COUNTY CASE WORKERS.

REFERENCE: [ASSEMBLY BILL \(AB\) 79 \(JUNE 30, 2020\);](#)
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) 30-765;](#)
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) 22-000;](#)
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 12305.7](#)

INTRODUCTION

The purpose of this All County Letter (ACL) is to inform counties of the implementation of the *Mandatory In-Home Supportive Services (IHSS) Refresh Training*. This training is mandatory for IHSS program county staff who have not completed the IHSS 101 and 102 Training Academy courses or who completed the IHSS 101 and 102 Training Academy courses prior to July 1, 2019.

This ACL also introduces the requirement for all new program county staff to attend the IHSS 101 Training Academy course within six (6) months of their county hire date and complete the IHSS 102 Training Academy course within the first year of their county hire date.

BACKGROUND

On June 30, 2020 Assembly Bill 79 modified Welfare Institution Code Section 12305.7 now requiring the attendance and completion of the *Mandatory In-Home Supportive Services (IHSS) Refresh Training* by county case workers.

COUNTY TRAINING

Refresher Training

The purpose of the refresher training is to train existing staff to reinforce their knowledge of IHSS statutes, policies and regulations with particular emphasis on the appropriate usage of the Functional Index (FI) rankings and Hourly Task Guidelines (HTG). This new policy requires attendance from the following IHSS county staff:

- Case Workers
- Case Worker Supervisors
- Quality Assurance
- Program Integrity
- Program Managers

County staff must complete the refresh training by December 31, 2021 in which the first four (4) hours of the training must be completed between January and July 2021 and the second four (4) hours of the training must be completed between July and December 2021. Additional information will be provided in a forthcoming ACL.

Although the refresher training is not mandatory for State Hearing representatives, Public Authorities, and Nonprofit Consortium staff, attendance is encouraged.

IHSS 101 and 102 for New County Case Workers

All new county staff must complete the IHSS Training Academy 101 and 102 courses. This new policy requires attendance from the following IHSS county staff:

- Case Workers
- Case Worker Supervisors
- Quality Assurance
- Program Integrity
- Program Managers

County staff must complete the IHSS 101 course within six (6) months of their county hire date and complete IHSS 102 Training Academy course within the first year of their county hire date.

Although the IHSS Training Academy courses are not mandatory for State Hearing representatives, Public Authorities, and Nonprofit Consortium staff, attendance is encouraged.

In order for counties to comply with this new mandate, the Training and Development Unit will be developing this curriculum. Additional information regarding this training will be provided in a forthcoming ACL.

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For questions regarding the information in this letter, please contact the Training and Development Unit at IHSS-Training@dss.ca.gov.

Sincerely,

Original Document Signed By

DEBBI THOMSON, Deputy Director
CMIPS & System Enhancement Branch
Adult Programs Division

c: County Welfare Directors Association (CWDA)

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