

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 22, 2001

ALL-COUNTY INFORMATION NOTICE NO: I-38-01

TO: ALL COUNTY WELFARE DIRECTORS
IN-HOME SUPPORTIVE SERVICES
PROGRAM MANAGERS**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: REQUEST FOR COUNTY PARTICIPANTS FOR THE PURPOSE OF FORMING A FORMS WORKGROUP FOR THE IN-HOME SUPPORTIVE SERVICES CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM (IHSS CMIPS) RE-PROCUREMENT PROJECT

This All-County Information Notice (ACIN) is to request county participation in a workgroup that will provide information and give input regarding all forms for the purpose of the In-Home Supportive Services Case Management, Information and Payrolling System (IHSS CMIPS) Re-Procurement Project.

Background

Currently, counties utilize many forms to request and collect specific information from In-Home Supportive Services (IHSS) Program recipients and providers. This information is then added to and/or verified by the current CMIPS processes. Counties generate their own forms to collect this information as well as using the State mandated forms.

As you may know the CMIPS Project Office is in the process of developing the Request for Proposal (RFP) for the new CMIPS. The RFP must include information and identify the need for and content of county forms. A review of all county forms is required in order to identify and define data collection and enhancement needs of the counties to be included in the CMIPS RFP document. The first major task of the workgroup will be to address consolidation of forms utilized by counties. Future tasks of the workgroup will include addressing redundancy, data needs and enhancements of forms.

The forms function is critical to the IHSS Program operations within the counties. Review and analysis of all current forms is necessary to ensure that the updated information be included in the new CMIPS.

Request for County Participation

As part of the procurement process, the CMIPS Project Office is in need of and requesting county participants to establish a workgroup to look at all county-generated forms that relate to CMIPS data input or output. Knowledge in the use of county forms is essential to perform tasks associated with this workgroup. There will be some travel involved for county participants to attend meetings. Other alternatives to accommodate county staff to participate in necessary meetings will be considered including tele-conferencing etc. The forms workgroup will continue for the duration of the procurement process.

The process of obtaining county volunteers for this purpose is considered a priority and will be completed by the end of May 2001. Please provide the following information on the county volunteer: name, address, phone number, fax number and email address (if available). **Complete the information requested on the attached contact sheet and fax it to (916) 229-3160, Attn: Andrea Tostado, no later than May 31, 2001.**

If you have any questions related to this ACIN, please contact Andrea Tostado at (916) 229-3291 or Alison Garcia, Manager, CMIPS Procurement Unit at (916) 229-4023.

Sincerely,

***Original Document Signed By
Donna L. Mandelstam on 5/22/01***

DONNA L. MANDELSTAM
Deputy Director
Disability and Adult Programs Division

Enclosures

CMIPS FORMS WORKGROUP CONTACT SHEET

Please Return Form by: May 31, 2001

To: Andrea Tostado
Fax Number: (916) 229-3160

County: _____

Address: _____

WORKGROUP MEMBER:

Name: _____

Classification: _____

Phone Number: _____

FAX Number: _____

E-mail Address: _____

Comments: _____
