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May 27, 2015

ALL-COUNTY INFORMATION NOTICE NO.: I-42-15

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: POST-IMPLEMENTATION CHANGES TO THE CASE MANAGEMENT,
INFORMATION AND PAYROLLING SYSTEM II

This All-County Information Notice (ACIN) provides counties with information pertaining to updates and changes made to the In-Home Supportive Services (IHSS) Case Management, Information and Payrolling System II (CMIPS II).

BACKGROUND

With the implementation of all counties onto the new CMIPS II platform, there were several post-implementation needs received from counties as well as some clean-up efforts that were identified by various parties. The following screens have been modified or enhanced:

- Person Home
- Create Referral
- Modify Person
- Create Application
- Case Home
- Authorization Summary
- Provider Details
- Enrollment History
- View Timesheet
- Timesheet History
- View Payment Correction
- Modify Payment Correction
- View Special Transaction
- Modify Special Transaction
- Create Payment Correction

REASON FOR THIS TRANSMITTAL

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

CASE MANAGEMENT - SCREENS

The screenshot shows the 'Person Home' screen in the Case Worker Application. The interface includes a sidebar with navigation options and a main content area with several sections. The 'Details' section contains the following information:

Case Number:	Blank SSN Reason:
Duplicates:	SSN:
Person Type: Recipient	County: Yolo
Meets Residency Requirements: Met	Referral Source: Call
Date of Birth: 11/11/1943	Medi-Cal Pseudo: No
Gender: Female	Ethnicity: White
Spoken Language: English	Written Language: English
Reported Date of Death: 3/1/2015	Date of Death: 3/1/2015
Death Notification Source: Family Member	Death Outcome:

Figure 1: *Person Home* Screen

For the *Person Home* screen, *Create Referral* screen, *Modify Person* screen and *Create Application* screen, the “Fingerprint Exemption” and “Fingerprint Date” fields have been removed.

In addition, the above mentioned screens have been enhanced with a new “Medi-Cal Pseudo” Social Security Number (SSN) indicator (see Figure 1). The Medi-Cal pseudo indicator is used to assist in the Statewide Client Index (SCI) Client Index Number (CIN) clearance process. The use of this indicator enables the user to process a CIN clearance for cases that require a MEDS pseudo SSN. Users still enter the applicant’s/recipient’s real SSN, in accordance with current policy; however, checking the Medi-Cal Pseudo Indicator box with a ‘Yes’ allows the user to bypass the SSN match and choose the correct CIN in the clearance process.

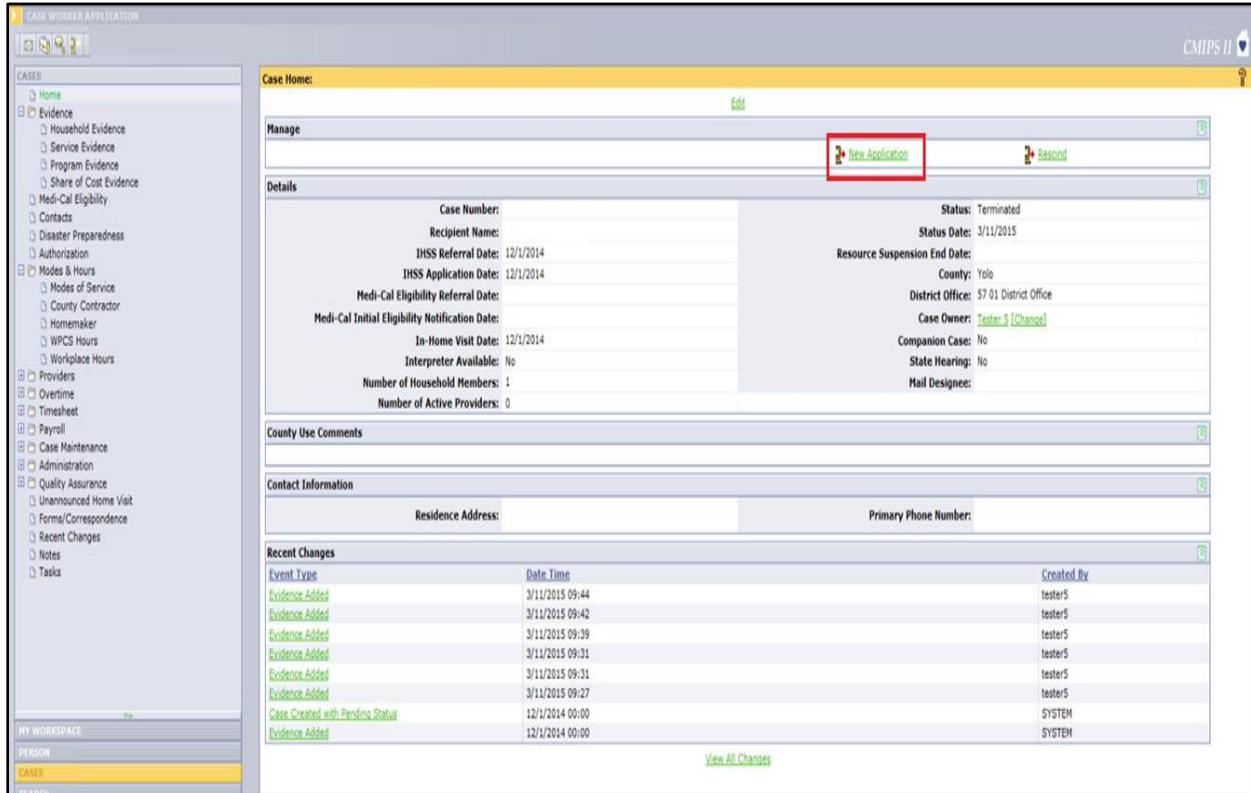


Figure 2: Case Home Screen

On the *Case Home* screen, the “Reactivate” link name has been changed to “New Application” (see Figure 2). The name was changed to help users understand that reactivate is used for processing new applications with new application dates. The “New Application” link is not be used for rescinding a termination or denial processed on a case in error. Please note that the link name only has been changed. The underlying processes and screens still refer to the “Reactivate” action.

Authorization Summary:

[View Assessment Narrative](#) [Print SOC 293 Form](#) [Close](#)

Authorization Summary	
Authorization Segment Start Date: 2/13/2015	Application Date: 2/13/2015
Authorization Segment End Date: 2/28/2015	IHSS Determination Date: 2/13/2015
Total Auth to Purchase Before LMA (HH:MM): 34:38	Impairment Level: NSI
Unmet Need Before LMA (HH:MM): 00:00	Functional Index Score: 1.148
LMA (HH:MM): -2:25	Restaurant Meals Allowance: No
Unmet Need After LMA (HH:MM): 00:00	Advance Pay: No
Total Auth to Purchase After LMA (HH:MM): 32:13	IHSS SOC: 0.00
Adjusted Hours (HH:MM): 00:00	SOC Compare Cost: 7,274.00
Unmet Need After Adjusted Hours (HH:MM): 00:00	Funding Source Aid Code: 2M - PCSP
Total Auth to Purchase After Adjusted Hours (HH:MM): 32:13	24 Hour Protective Supervision Care Plan Need (HH:MM): 00:00

Weekly Authorized Hours

28 Day Month: 08:03	29 Day Month: 07:47	30 Day Month: 07:31	31 Day Month: 07:16
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Service Type Details

Service Type	W/M	HTG	Total Assessed Need	Adi	Ind Assessed Need	Alt+Ref+Vol	Net Adi Need	Unmet Need	Auth to Purchase
Domestic Services	M		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Preparation of Meals	W		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Meal Clean-up	W		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Laundry	W	☑	14:00	00:00	14:00	00:00	14:00	00:00	14:00
Shopping for Food	W		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Other Shopping & Errands	W		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Respiration	W		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Bowel & Bladder Care	W		00:00	00:00	00:00	00:00	00:00	00:00	00:00

Figure 3: Authorization Summary Screen

On the *Authorization Summary* screen the “Adjusted Hours” link has been removed (see Figure 3).

CASE MANAGEMENT - ERROR MESSAGES

CMIPS II has been enhanced with several new error messages relating to Case Management:

1. ***“Birth year may not be more than 120 years in the past. Please verify Date of Birth.”***

When the user enters and saves a recipient’s birth date as older than 120, the action is prevented and the error message is displayed. This message will display on the *Create Referral* screen, *Modify Person* screen and *Create Application* screen.

2. ***“Reactivate Action Referral Date must be at least one day after the Authorization End Date [MM/DD/YYYY] for the most recent ‘Eligible’ authorization.”***

The message will display on the *Reactivate Case* screen when the “New Application” link is selected from the *Case Home* screen. If the IHSS Referral Date is on or before the Authorization End Date of the most recent eligibility record, the new message will prevent the user from reactivating a case.

3. ***“Reactivate Case action not allowed. Please have [County 1] process the Rescind Case action and perform an Inter-County Transfer to [County 2] County.”***

The message will display on the *Reactivate Case* screen when the “New Application” link is selected from the *Case Home* screen. If a user attempts to reactivate a terminated Inter-County Transfer (ICT) case within one day of the Sending County terminating the case, or if the ICT Authorization Start Date is in the same calendar month as the current IHSS Referral Date, the new message will display and prevent this action.

4. ***“Authorization End Date must match Date of Death [MM/DD/YYYY] on the Person Home when Termination Reason is Recipient Death.”***

When the user is terminating a case for Recipient Death, the Authorization End Date must match the Date of Death. If these dates do not match, the new message will display and prevent the action. The message will display on the *Terminate Case* screen accessible from the *Case Home* screen.

5. ***“Case may not be terminated for [Terminate Reason] on a date prior to the Inter-County Transfer Start Date [MM/DD/YYYY]. Terminate Case Authorization End Date must be on or after [MM/DD/YYYY].”***

When a user attempts to terminate a case prior to the Inter-County Transfer Start Date, the new message will display and prevent this action. This will display on the *Terminate Case* screen accessible from the *Case Home* screen. This message will not display when the Termination Reason is Recipient Death.

6. ***“Case may not be terminated for ‘No Medical Certification’ when current Medical Certification Reason is other than ‘Pending’.”***

When a user attempts to terminate a case for ‘No Medical Certification’ and the Medical Certification Reason is other than ‘Pending’, the message will display and prevent the action. The message will display on the *Terminate Case* screen accessible from the *Case Home* screen.

7. ***“Advance Pay indication is not allowed for a service month which has already been paid as IHSS Arrears. Advance Pay indication must be a month equal or future to [month without IHSS Arrears payment (MM/DD/YYYY)] where no IHSS Arrears payments have been issued.”***

When a user attempts to select the Advance Pay option for a service month that has already been paid as an IHSS Arrears payment, the message will display and prevent the action. Advance Pay indication must be for a month where no IHSS Arrears payment has been issued. The message will display on the *Modify Program Evidence* screen accessible from the *Program Evidence* screen.

8. ***“Payments have been made for MM/DD/YYYY to MM/DD/YYYY therefore the Funding Source cannot be modified. Please process an authorization for the following assessments: MM/DD/YYYY to MM/DD/YYYY to retain funding source. Then process another assessment for period MM/DD/YYYY to MM/DD/YYYY to allow update of the funding source.”***

When a user attempts to update a funding source when payments have already been processed for a service period, the message will display and the action prevented. The message will display on the *Check Eligibility* screen or *Submit for Approval* screen accessible from the *Evidence Workspace* screen.

9. ***“Funding Source for this case is PCSP/IPO/CFCO. Manual NOA DN19 may only be selected when the Funding Source is IHSS-R. Please remove DN19 from the Manual NOA screen.”***

When a user selects a Manual NOA DN19 and the funding source is not IHSS-Residual, the message will display and the action prevented. The message will display on the *Check Eligibility* screen or *Submit for Approval* screen accessible from the *Evidence Workspace* screen.

10. ***“Rescind action not allowed when CIN does not have active Medi-Cal eligibility.”***

When a user performs a rescind action, the action is not allowed when CIN does not have Medi-Cal eligibility. This existing message has been updated to allow the rescind action when the termination reason is ‘Recipient Death’ (NOA TR17). The message will display on the *Rescind Case* screen accessible from the *Case Home* screen.

11. ***“All Companion Cases associated with this case must have either Pending Evidence or Active Evidence with an IHSS Determination Date within one business day of current date when any Companion Case Protective Supervision Proration = Yes. Please update case evidence as needed.”***

Normally, for companion cases with Protective Supervision Proration, there must be Pending or Active Evidence with a determination date within one business day of the current date. This existing message has been updated to ignore an associate companion case(s) status of “Leave” or “Terminated” when processing pending evidence for the active companion case(s). The message displays on the *Check Eligibility* screen or *Submit for Approval* screen accessible from the *Evidence Workspace* screen.

PROVIDER MANAGEMENT - SCREENS

The screenshot displays the 'Provider Details' screen in the CMIPS II system. The interface includes a left-hand navigation menu with categories like PERSON, MY WORKSPACE, CASES, SEARCH, WAGE RATE, COUNTY CONTRACTOR, HOME MAKER, and RECENT ITEMS. The main content area is titled 'Provider Details -' and is divided into several sections:

- Enrollment:** Contains fields for Eligible (Yes), Ineligible Reason, SOC 426 - Provider Enrollment (Yes), DOJ Background Check (Yes), SOC 846 - Overtime Agreement (Yes), SOC 846 - Provider Agreement (Yes), Provider Orientation (Yes), DOJ County (Yolo), Effective Date (12/1/2014), Number of Active Cases (0), Updated By (tester5), and Last Updated (12/1/2014 00:00). The 'Updated By' and 'Last Updated' fields are highlighted with a red box.
- Appeals:** Contains fields for Appeal Status Date, Admin Hearing Date, and Appeal Status.
- General:** Contains fields for Initial Hired Date (12/1/2014), SSN, and SSN Verification (Not Yet Verified).
- Medi-Cal:** Contains fields for Suspended or Ineligible (No), Suspended or Ineligible Begin Date, and Suspended or Ineligible End Date.
- Public Authority:** Contains a field for Public Authority Registered (No).
- Overtime Maximums:** Contains fields for Weekly Maximum (00:00) and Monthly Overtime Maximum (00:00).

Figure 4: *Provider Details* Screen

The *Provider Details* screen has been enhanced with two new fields: “Updated By” and “Last Updated” (see Figure 4). In addition, if a provider has not had any payroll activity on any of their cases for one year, CMIPS II inactivates the provider and marks the provider’s status as “Ineligible”. The “Reinstate” link will now display on the *Provider Details* screen for 30 days (Previously the link only displayed for 20 days), thus allowing the county to reinstate the provider’s eligibility status up to 30 days following the provider becoming ineligible.

Effective Date	End Date	Eligible	Ineligible Reason	DOJ County	Appeal Status	Appeal Status Date	Admin Hearing Date	Created By	Created On	Updated By	History Created
3/4/2015		Yes		San Diego					4/9/2015 10:22		4/9/2015 10:22
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:20		4/9/2015 10:21
3/4/2015		Yes		San Diego					4/9/2015 10:21		4/9/2015 10:21
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:21		4/9/2015 10:21
3/4/2015		Yes		San Diego					4/9/2015 10:21		4/9/2015 10:21
3/4/2015		Yes		San Diego					4/9/2015 10:19		4/9/2015 10:20
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:20		4/9/2015 10:20
3/4/2015		Yes		San Diego					4/9/2015 10:20		4/9/2015 10:20
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:20		4/9/2015 10:20
3/4/2015		Yes		San Diego					4/9/2015 10:20		4/9/2015 10:20
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:18		4/9/2015 10:19
3/4/2015		Yes		San Diego					4/9/2015 10:19		4/9/2015 10:19
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:19		4/9/2015 10:19
3/4/2015		Yes		San Diego					4/9/2015 10:19		4/9/2015 10:19
4/9/2015		No	Suspect SSN	San Diego					4/9/2015 10:19		4/9/2015 10:19
4/9/2015		No	Suspect SSN	San Diego					4/9/2015 10:17		4/9/2015 10:18
3/4/2015		Yes		San Diego					4/9/2015 10:18		4/9/2015 10:18
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:16		4/9/2015 10:17
3/4/2015		Yes		San Diego					4/9/2015 10:17		4/9/2015 10:17
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:17		4/9/2015 10:17
3/4/2015		Yes		San Diego					4/9/2015 10:17		4/9/2015 10:17
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:15		4/9/2015 10:16
3/4/2015		Yes		San Diego					4/9/2015 10:16		4/9/2015 10:16
4/9/2015		No	Duplicate SSN	San Diego					4/9/2015 10:16		4/9/2015 10:16
3/4/2015		Yes		San Diego					4/9/2015 10:16		4/9/2015 10:16

Figure 5: Enrollment History Screen

When a user selects the “Provider” folder and selects the “Enrollment History” link, the *Enrollment History* screen is displayed. The *Enrollment History* screen functionality has been modified three ways. First, when a change is saved to the *Modify Provider Enrollment* screen, a history record is created. Second, when the user modifies provider details, the previous details are displayed in the *Enrollment History* Screen. Third, when more than 50 records exist in the *Enrollment History* screen, “Previous” and “Next” hyperlinks are added allowing the user to page forwards and backwards (see Figure 5).

PROVIDER MANAGEMENT - ERROR MESSAGES

1. **“Assign Case Provider Begin Date may not be more than 60 days from the current date.”**

A user cannot assign a case provider with a Begin Date greater than 60 days in the future. If a user attempts to do so, the message will display and the action is

prevented. The message displays on the *Assign Case Provider* screen accessible from the *Case Provider* screen.

2. ***“Birth year may not be more than 120 years in the past. Please verify the Date of Birth.”***

When the user enters and saves a recipient’s birth date as older than 120, the action is prevented and the error message is displayed. The message displays on the *Create Provider* screen accessible from the *Person Home* screen.

3. ***“Relationship to Recipient may only be changed from or to Spouse with a Relationship Status Date of the 1st day of a future month.”***

The message will prevent a user from updating the “Relationship to Recipient” to or from a “Spouse” relationship retroactively or within the current month. The relationship change can only be in a future month. The message displays on the *Modify Case Provider* screen accessible from the *Case Providers* screen.

4. ***“Relationship to Recipient may only be changed from Parent of a Minor Child to Parent of an Adult Child with a Relationship Status Date of the 1st day of the recipient’s birth month.”***

The “Relationship to Recipient” field cannot be updated from “Parent of a Minor Child” to “Parent of an Adult Child” when the Relationship Status Date is not the first day of the month in which the recipient turns 18. If the user attempts to update when the Relationship Status Date is the month before the minor child turns 18, the message displays and the update is prevented. The message displays on the *Modify Case Provider* screen accessible from the *Case Providers* screen.

5. ***“A provider cannot be assigned more hours than the Recipient is authorized.”***

The new message will prevent a user from assigning a provider more hours than the recipient is authorized. This message is triggered when a recipient has multiple authorization segments in the same month and the user attempts to assign hours for a provider that are greater than the total IP Modes of Service for that month. The message displays on the *Assign Case Provider* screen, *Create Provider Hours* screen and *Modify Provider Hours* screen.

6. ***“Recipient’s 18th birth date is [MM/DD/YYYY – display recipient’s 18th birthday]. Parent of a Minor Child relationship may only be added for a period prior to the month in which the recipient turns 18.”***

A user cannot assign and save the relationship “Parent of Minor Child” for a provider when the Begin Date occurs during the month in which the recipient turns 18. If the user attempts to do so, the message will display and the action prevented. The message will display on the *Assign Case Provider* screen and *Create Provider Hours* screen.

7. ***“Recipient’s 18th birth date is [MM/DD/YYYY – display recipient’s 18th birthday]. End date must be the last day of the month prior to the month in which the recipient turns 18.”***

A user cannot assign and save the relationship “Parent of Minor Child” for a provider when the End Date occurs during the month in which the recipient turns 18. If the user attempts to do so, the message will display and the action prevented. The message will display on the *Assign Case Provider* screen, *Create Provider Hours* screen and *Modify Provider Hours* screen.

8. ***“Relationship Status Date may not be a future date”***

The existing message has been updated to exclude the “Spouse” and “Parent of an Adult Child” relationships outlined above. For all other relationships, the Relationship Status Date may not be a future date. The message will display on the *Modify Case Provider* screen.

PAYROLL CHANGES - SCREENS

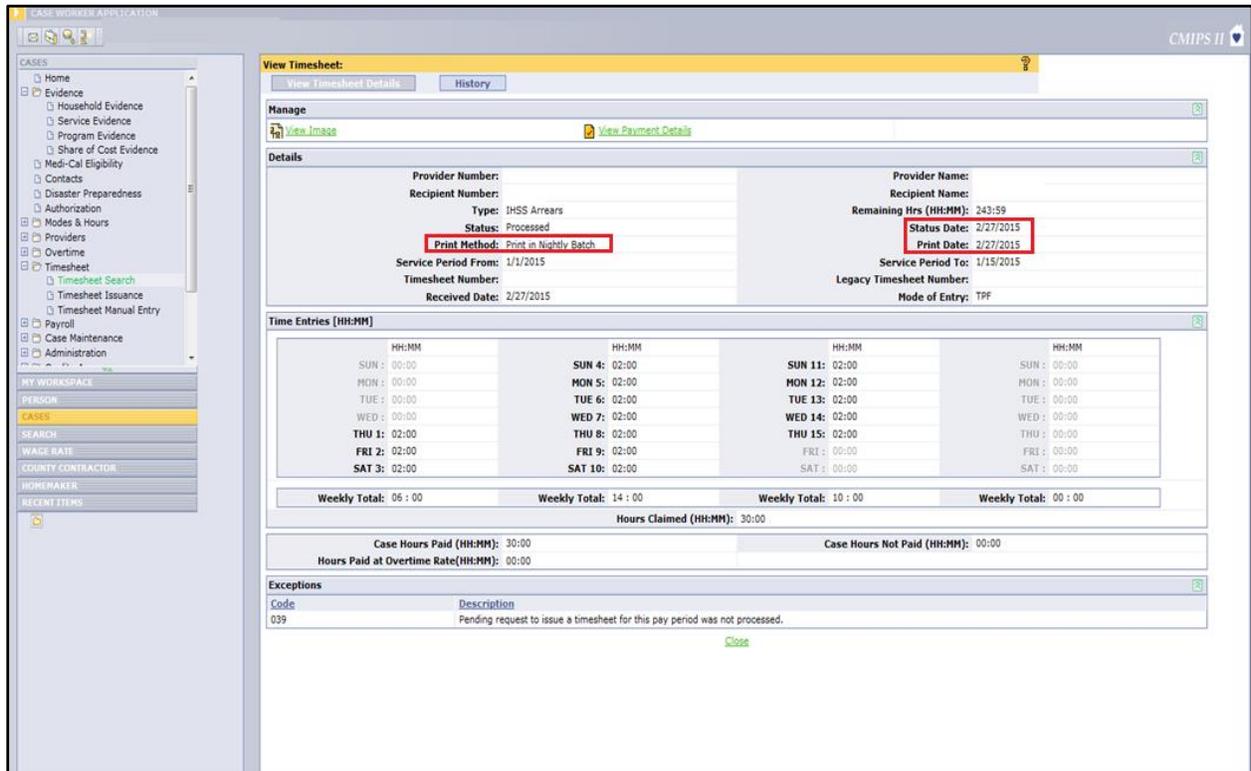


Figure 6: View Timesheet Screen

The *View Timesheet* screen has been updated with three new fields and six new links, including four new links for manually entered timesheets (available when the screen is accessed from a case) to aid the user in the issuance and processing of timesheets.

The three new fields, “Print Method” (the method used to print the timesheet), “Status Date” (the date the current status was initiated) and “Print Date” (when the timesheet was sent to the print method), have been added to assist the user in identifying when a timesheet has been issued and how it was issued (see Figure 6). In addition to the *View Timesheet* screen, the three fields have been added to the *Timesheet History* screen.

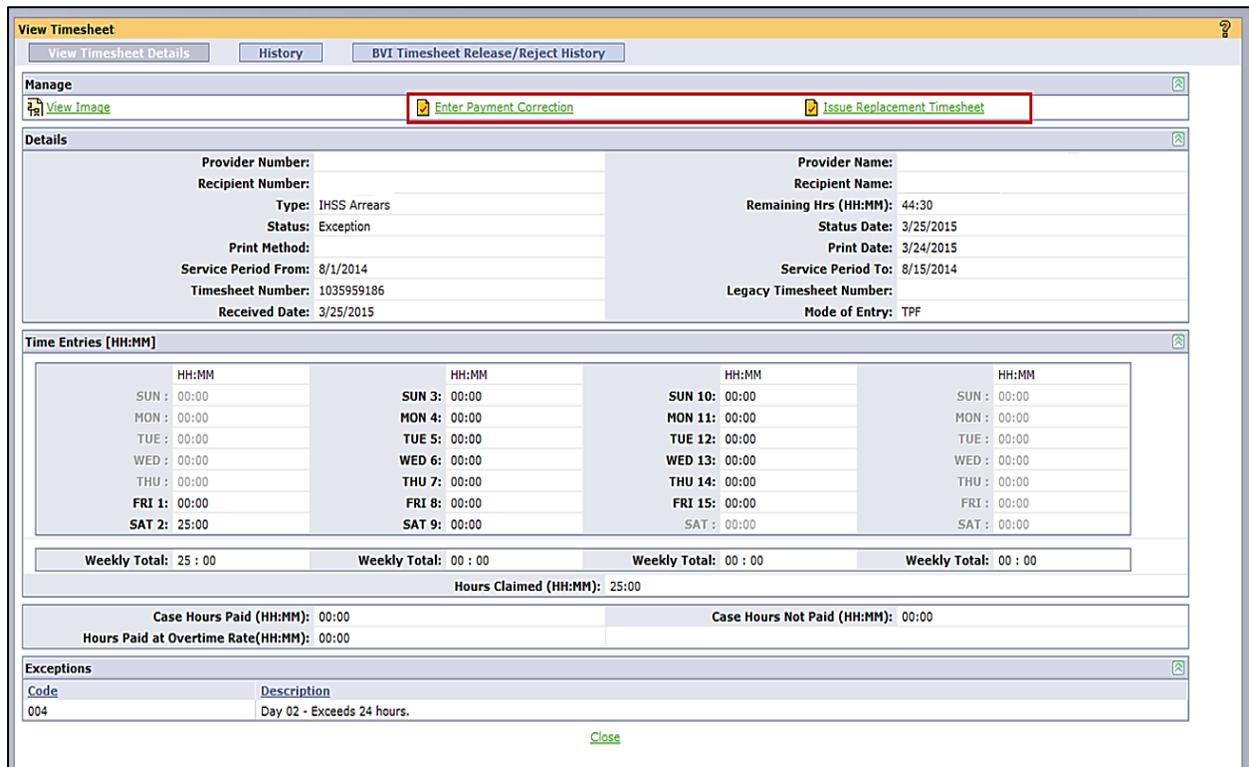


Figure 7: View Timesheet Screen

The new link, “Enter Payment Correction”, has been added to navigate the user to the *Payment Correction* screen for timesheets in an exception status (see Figure 7). The new link, “Issue Replacement Timesheet” has been added to navigate the user to the *Timesheet Issuance* screen, for timesheets with an exception status that require a new timesheet to be issued.

The new link, “Edit Timesheet”, has been added to navigate the user to the *Modify Timesheet Manual Entry* screen to allow the editing of a manually entered timesheet. The edit link is only available the same day the timesheet was manually entered. The new link, “Cancel Timesheet” has been added to allow the user to cancel a manually entered timesheet. The cancel link is only available the same day the timesheet was manually entered and when chosen, the timesheet status will revert to an “Issued” status.

The new link, “Release Timesheet” has been added to allow a user to release a timesheet that is in a “Held” status. The “Release Timesheet” link will send the timesheet back through the validation criteria. If an exception is encountered the

timesheet status will be changed to “Exception”, otherwise the timesheet status will be changed to “Processed” and will move on to payroll processing. The final link, “Reject Timesheet” has been added to allow the user to reject the timesheet. The rejected timesheet status will be changed to the “Exception” status.

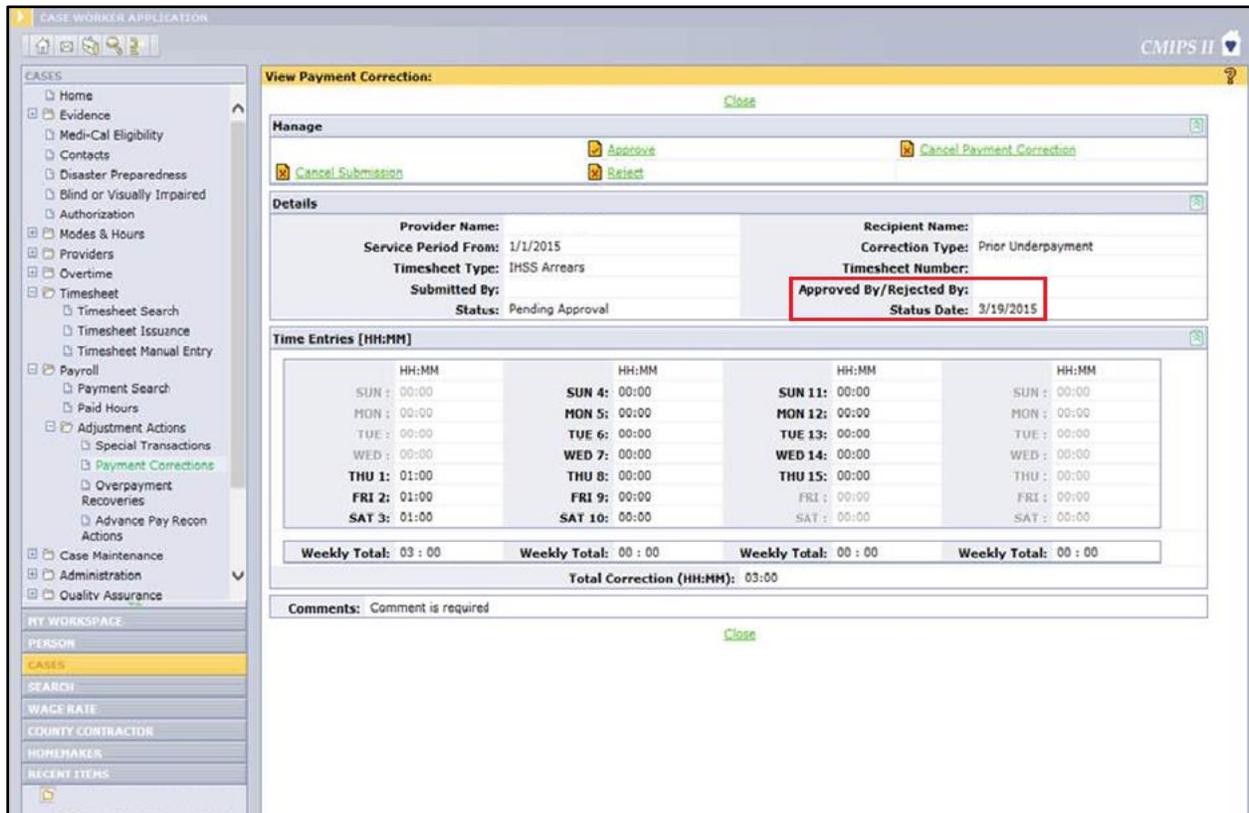


Figure 8: View Payment Correction Screen

The *View Payment Correction* screen has been updated to change the “Approved By” field to “Approved By/Rejected By” to assist in identifying the action taken based on the status. In addition, a “Status Date” field has been added to identify the date the last action was taken (see Figure 8).

In addition to the *View Payment Correction* screen, the field name update and the new “Status Date” field has been added to *Modify Payment Correction* screen, the *View Special Transaction* screen and the *Modify Special Transaction* screen.

PAYROLL CHANGES – FIELDS

The *Create Payment Correction* screen has been updated to default 'Timesheet Exception' in the "Correction Type" field.

PAYROLL CHANGES – ERROR/EXCEPTION MESSAGES

CMIPS II has been enhanced with several new error and exception messages relating to timesheet processing:

1. ***"The timesheet image cannot be retrieved at this time. Please contact the Help Desk for assistance."***

When there is a communication failure between systems, the new message has been added to inform the user so the user can choose to access the timesheet at a later time or contact the Help Desk with the issue. CMIPS II previously displayed the message 'No Image Available' when a user attempted to access a timesheet from the *Timesheet Search* screen and a communication issue between Case Management and the Timesheet Processing Facility (TPF) occurred. The message will display on the *Timesheet Search* screen and *View Timesheet* screen.

2. ***"Payment correction exists for this pay period."***

When a user attempts to enter a replacement timesheet for a pay period that has an active payment correction with a correction type 'Timesheet Exception' for the same period, the message will display and the action is prevented. The message will display on the *Timesheet Manual Entry* screen.

3. ***"Pay Period MM/DD/CCYY to MM/DD/CCYY – Payment correction exists for this pay period. Timesheet for this pay period not issued."***

When a user attempts to enter a payment correction when one already exists for the pay period, the message will display and the action is prevented. The exception is when a previous payment correction is in a "Rejected" or "Cancelled" status. The message will display on the *Timesheet Issuance* screen.

4. ***“Timesheet Number (timesheet number) is a Duplicate Timesheet. Payment Corrections are not allowed for Duplicate Timesheets.”***

When a user attempts to enter a payment correction and one timesheet exists and is in a duplicate status (TAEC012), the message will display and the action is prevented. The message will display on the *View Timesheet* screen.

5. ***“Service Period range must be the current or first prior month.”***

The existing message has been updated to allow the processing of Advance Pay or Restaurant Meal Allowance payments for any past months already authorized to receive advance pay or meal allowance. This message is displayed on the *Create Special Transaction* screen.

6. ***“The selected Overpayment Type will not restore hours to the case. Consider selecting Excess Compensation – Hours.”***

When a user selects an overpayment type that will not restore case hours, the message will display and must be confirmed. The message will display when the following types are selected:

- Advance Pay – Recipient Payroll Deduction
- Excess Compensation – Rate
- Restaurant Meals
- Share of Cost
- Special Transaction (dollar based)
- Special Transaction (bypass hours option)
- Legacy Special Transaction

A non-restoring hour selection should not be used if there is another provider on the case that should have been paid those hours. The system will not allow the correct provider to be paid if one of the above types is selected. The message will display on the *Create Overpayment Occurrence* screen.

All-County Information Notice No.: I-42-15
Page Seventeen

Questions regarding the content of this ACIN, may be directed to the Adult Programs, Systems and Administrative Branch at (916) 651-1069.

Sincerely,

Original Document Signed By:

RUBEN ROMERO, Chief
Systems and Administrative Branch
Adult Programs Division

c: CWDA