



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

May 16, 2013

ALL-COUNTY LETTER NO.: 13-38

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: TRACKING OF STATE HEARINGS IN THE CASE MANAGEMENT,
INFORMATION AND PAYROLLING SYSTEM II (CMIPS II), AND
THE STATE HEARINGS REPORT

This All-County Letter (ACL) provides information regarding the new requirement for counties to enter information for all In-Home Supportive Services (IHSS) cases for which a State Hearing has been requested into the new CMIPS II. Also, how the data entered into the system, including State Hearing outcomes will be displayed on the new State Hearings Report in the CMIPS II.

NEW PROCESS

During the development of the CMIPS II counties requested a mechanism in the system to collect data and track all recipient cases that have requested and gone to a State Hearing. To accommodate county business needs, new screens and a report were created in CMIPS II for counties to enter and track data on each IHSS case that requests and/or receives a State Hearing.

When counties receive notification of a request for a State Hearing by an IHSS recipient and/or a State Hearing decision, they are now required to enter that information on the applicable State Hearings Screen. The screens allow for information to be entered for both the initial requests for State Hearings and subsequent outcomes. This data is then populated on the State Hearings Request Report for county use.

Detailed descriptions of the new screens and required fields are described further in other sections of this ACL. Copies of screen-prints and the new State Hearings Request Report have been attached for visual reference.

REASON FOR THIS TRANSMITTAL

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

ACCESSING CMIPS II STATE HEARING SCREENS

When a recipient requests a State Hearing, the county must create a State Hearing record in CMIPS II. To access the State Hearings screen the user must be on the Case Home page, the appropriate links will not appear if the user is trying to access the case from the Person Home screen. Once accessed, the State Hearings screen will list all of the State Hearing activity for a specific case.

To access the State Hearings screen the user must click the State Hearings link from the Case Maintenance folder on the left navigation menu which brings up the State Hearing List Screen. If the user is entering a new request for State Hearing they would click on the "New" link at the top left hand corner of the screen. To modify an existing State Hearing the user must select the "Edit" link next to the hearing they wish to modify. The user can also view the details of a specific hearing by clicking on the "View" link.

There are two drop-down menus included on the Create State Hearings Screen, Modify State Hearings Screen and View State Hearings Screen that include values for the Reschedule Reason field and Outcome field. The drop-down menus on all of the State Hearings screens, except view, contain the following values:

Reschedule Reasons

- Recipient Request
- County Request
- Administrative Law Judge Request

Outcomes

- Grant
- Denial
- Pending
- Conditional Withdrawal
- Complete Withdrawal
- Partial Grant/Partial Deny
- Dismissal

CREATE/MODIFY STATE HEARING SCREENS

If a user selects New, they will be navigated to the Create State Hearing screen. To enter a new State Hearings request the user must enter the State Hearing number and the request date. If the user has other details regarding the State Hearings request,

including the scheduled hearing date, reschedule reason (only used if the hearing is rescheduled), outcome, outcome date and the date a compliance form was sent they should be entered at this time. When entering an outcome or reschedule reason the user must select the appropriate reason from the drop-down menus. Once the data is entered the user must select the "Save" link to add it to the recipient case.

The user also has the option to modify an existing State Hearings record. In this case the user would select the "Edit" link from the State Hearings screen on the specific record they wish to modify. Once the Modify State Hearings Screen opens the user can edit any field in the Details section of the screen as necessary.

VIEW STATE HEARING SCREEN

If the user would like to view information regarding a specific State Hearing record they would select the "View" link from the State Hearings screen on the specific record they wish to view. Once the View State Hearings Screen opens the user will be able to view all of the details associated with that specific State Hearing record. Any previously scheduled hearing dates associated with this State Hearing record can be viewed from this screen. The user will not be able to modify the record or take any actions from this screen. To edit a record they must click on the "Edit" link under the Previously Scheduled Hearings box.

ERROR MESSAGING

There are several error messages associated with the Create State Hearing and Modify State Hearing screens that will need to be resolved by the user before the State Hearing record can be added or modified. They include:

Create State Hearing Screen

- **"Scheduled Hearing Date cannot be before the Request Date."**
This will appear when an attempt is made to save the screen and the Scheduled Date is before the Requested Date.
- **"Scheduled Hearing Date is required when the Reschedule Reason is indicated."**
This will appear when an attempt is made to save the screen and the Reschedule Reason is indicated, but no Scheduled Hearing Date is indicated.

Modify State Hearing Screen

- "Scheduled Hearing Date cannot be before the Request Date."
This will appear when the user is saving the screen and the Scheduled Hearing Date is before the Request Date.
- "Scheduled Hearing Date is required when a Reschedule Reason is indicated."
This will appear when the user is saving the screen and the Rescheduled Reason is indicated, but no Scheduled Hearing Date is indicated.
- "Reschedule Reason required when the Scheduled Hearing Date is updated."
This will appear when the user is saving the screen and the Scheduled Hearing Date has changed and the Rescheduled Reason is blank.
- "A Scheduled Hearing Date is required for this Outcome."
This will appear when the user is saving the screen and the Outcome is other than Conditional Withdrawal or Complete Withdrawal and the Scheduled Hearing Date is blank.
- "Outcome Date cannot be before Request Date."
This will appear when the user is saving the screen and the Outcome Date is before the Request Date.
- "Compliance Form Sent Date cannot be before the Outcome Date."
This will appear when the Compliance Form Sent Date is before the Outcome Date.
- "Outcome Date is required when the Outcome is indicated."
This will appear when the Outcome is indicated and the Outcome Date is blank.
- "Outcome is required when the Outcome date is indicated."
This will appear when the Outcome Date is indicated and the Outcome is blank.

STATE HEARINGS REQUEST REPORT

The State Hearings Request Report is intended to report any State Hearings activities entered into CMIPS II. The State Hearings Request Report contains cases with State Hearing activity within 12 months of the date of the request. The recipient appears on the report from the first month of entry and will remain on the report for 12 months following the entered outcome date. The data included in the report are the county name, the social worker number, the supervisor and the cycle date which indicates the

time period the data records are generated between. The report contains a list of the each recipient's name, the case number, the date the request for a hearing was filed, the State Hearing request number, the outcome of the hearing, the date the hearing outcome was entered, and the compliance date (the date county staff complied with the hearing criteria).

The Conditional Withdrawal information will be a designated outcome entered from the drop-down menu on the Create State Hearing screen. The system will capture the date for this information once the outcome is entered into the system.

If you have any questions regarding the information included in this letter, please contact the Fiscal, Administrative & Systems Bureau office at (916) 651-1069.

Sincerely,

Original Document Signed By

EILEEN CARROLL
Deputy Director
Adult Programs Division

Attachments

c: CWDA

ATTACHMENT A

STATE HEARINGS SCREEN

Case Worker Application: 0593

CMIPS II

State Hearings: Thomas Pitt 0004793

Action	Requested Date	Scheduled Hearing Date	Outcome	Status
View Edit	10/6/2010		Pending	Requested

Navigation Menu:

- Home
- Evidence
- Medi-Cal Eligibility
- Contacts
- Disaster Preparedness
- Authorization
- Modes & Hours
- Case Providers
- Timesheet
- Payroll
- Case Maintenance
 - State Hearings
 - Inter-County Transfers

MY WORKSPACE: PERSON, CASES, SEARCH, WAGE RATE, COUNTY CONTRACTOR, HOME MAKER

CREATE STATE HEARING SCREEN

Case Worker Application: 0593

CMIPS II

Create State Hearing: Thomas Pitt 0004793

Save Cancel

State Hearing Request

* Number: * Request Date: 10/6/2010

Details

Scheduled Hearing Date: Rescheduled Reason:

Outcome: Pending

Compliance Form Sent Date:

Outcome Date:

Save Cancel

Navigation Menu:

- Home
- Evidence
- Medi-Cal Eligibility
- Contacts
- Disaster Preparedness
- Authorization
- Modes & Hours
- Case Providers
- Timesheet
- Payroll
- Case Maintenance
 - State Hearings
 - Inter-County Transfers

MY WORKSPACE: PERSON, CASES, SEARCH, WAGE RATE, COUNTY CONTRACTOR, HOME MAKER

MODIFY STATE HEARING SCREEN

CASE WORKER APPLICATION 0593 CMIPS II

Modify State Hearing: Thomos Pitt 0004793 [Save](#) [Cancel](#)

State Hearing Request [+](#)

Number: 123457 Request Date: 10/6/2010

Details [+](#)

Scheduled Hearing Date: Rescheduled Reason:

Outcome: Pending Outcome Date:

Compliance Form Sent Date: Status: Requested

[Save](#) [Cancel](#)

Done Internet 100%

VIEW STATE HEARING SCREEN

CASE WORKER APPLICATION 0593 CMIPS II

View State Hearing: Thomos Pitt 0004793 [Edit](#) [Close](#)

State Hearing Request [+](#)

Number: 123457 Request Date: 10/6/2010

Details [+](#)

Scheduled Hearing Date: Rescheduled Reason:

Outcome: Pending Outcome Date:

Compliance Form Sent Date: Status: Requested

Previous Scheduled Hearings [+](#)

Date	Rescheduled Reason
<input type="text"/>	<input type="text"/>

[Edit](#) [Close](#)

Done Internet 100%

ATTACHMENT B

STATE HEARINGS REQUEST REPORT

RECIPIENT NAME	CASE NUMBER	DATE OF REQUEST	STATE HEARING REQUEST NUMBER	OUTCOME DATE	HEARING OUTCOME	COMPLIANCE SENT DATE
		07/21/2010	321	07/29/2010	Partial Grant / Partial Denial	07/29/2010
		05/11/2010	23	06/30/2010	Grant	07/01/2010

COURTE: San Diego
 OFFICE: 10
 STREET: 944
 WORKER #: 9043

S T A T E O F C A L I F O R N I A
 IN-HOME SUPPORTIVE SERVICES
 STATE HEARINGS REQUEST REPORT

PAGE: 6
 TITLE PAGE: 11/01/2009 TO 10/31/2010
 RUN DATE: 10/29/2010
 TIME: 09:09:07

CONFIDENTIAL

DATA UPDATED AS OF APPROXIMATELY 8:00 PM THE PREVIOUS DAY

(Data shown on this report is test data and does not belong to any IHSS recipient)