



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

October 21, 2014

ALL-COUNTY LETTER NO.: 14-73

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

SUBJECT: CASE MANAGEMENT INFORMATION AND PAYROLLING
SYSTEM II DEATH MATCH PROCESS OVERSIGHT

REASON FOR THIS TRANSMITTAL

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

Purpose

This All-County Letter is to notify counties of a new process for the California Department of Social Services (CDSS) to provide oversight for county resolution of CMIPS II Death Match notifications.

Background

Pursuant to provisions of the Quality Assurance (QA) Initiative (SB 1104, statutes of 2004), the California Welfare and Institutions Code was amended to add Sections 12305.7(a) and (b), and 12305.71(c)(1) and (c)(3) concerning data match requirements in the In-Home Supportive Services (IHSS) Program statewide. The primary data match conducted by CDSS is the Death Match, which identifies potential payments to recipients/providers subsequent to their reported date of death.

Prior to implementation of the Case Management Information and Payrolling System, (CMIPS) II, Death Match data was sent monthly by the State Controller's Office (SCO) to CDSS for verification. CDSS would review and compile the data by county, and transmit it to the respective counties quarterly for investigation and follow-up. With the implementation of CMIPS II, the Death Match process has been revised from a manual process conducted quarterly, to an ongoing systemic process. As a result, CDSS is modifying its oversight methodology.

New Process

Beginning in October 2014, CDSS will send counties a summary report of Death Match leads in “Pending” status to review and resolve. The CDSS will continue to monitor the status of Death Match notifications and will disseminate summaries semi-annually, in October and April, for county resolution. Counties will be required to:

- Run a county-specific CMIPS II SCO Death Match Response Report;
- Investigate each Death Match notification on the report; and
- Update the status of each notification in CMIPS II by selecting the appropriate box in one of the following categories:
 - Not Deceased-Payee Met, SS card & ID Viewed,
 - Not Deceased-Payee Met, SS card & ID on File,
 - Deceased – No Overpayment,
 - Deceased – Overpayment Recovery Initiated,
 - Deceased – Overpayment Fraud Referral Initiated.

Counties will complete the review and update CMIPS II within 30 days of receipt of their summary report; CDSS will send an email reminder to counties 15 days prior to the due date. The CDSS will run the CMIPS II SCO Death Match Response Report on the 31st day to determine the status of county investigations and follow-up with counties as necessary, up to and including, requesting a Quality Improvement Action Plan.

Counties are encouraged to review and resolve their Death Match notifications in CMIPS II as soon as possible, and as frequently as needed.

If you have any questions concerning the new CMIPS II Death Match process, please contact CDSS Adult Programs Division, Policy & Quality Assurance Branch, Quality Assurance and Improvement Bureau at (916) 651-3494, or via email at ihss-pi@dss.ca.gov.

Sincerely,

Original Document Signed By:

EILEEN CARROL
Deputy Director
Adult Programs Division