



CDSS

JOHN A. WAGNER
DIRECTOR

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



ARNOLD SCHWARZENEGGER
GOVERNOR

April 1, 2010

ALL-COUNTY INFORMATION NOTICE: I-23-10

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: CHANGES IN THE CASE MANAGEMENT, INFORMATION
AND PAYROLLING SYSTEM ACCESS LEVELS

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

The purpose of this All-County Information Notice (ACIN) is to provide counties with information regarding changes made to the access levels of the In-Home Supportive Services (IHSS), Case Management, Information and Payrolling System (CMIPS).

Previously there were four levels of screen access for CMIPS available to public authorities (PA) with an additional four screens developed specifically for public authority use. Access is based on an agreement between the counties and their public authority. Legislatively mandated program changes have resulted in modifications and enhancements to CMIPS, including the new ENRL screen, which may make it desirable for counties to allow a different level of access for their public authority's staff. Three new screens have been added to allow counties flexibility in determining the appropriate business need access level for their public authority. In addition, the former Level PA access level has been enhanced to include read/write capabilities to the ENRL screen for county IHSS public authorities.

Counties may choose the level of access from the list below:

LEVEL 1	All inquiry screens
*LEVEL 1E	All inquiry screens plus Read/Write for the ENRL screen
LEVEL 2	All inquiry screens and timesheet entry
*LEVEL 2E	All inquiry screens, timesheet entry plus Read/Write for the ENRL
LEVEL 3	All add, change and timesheet entry
LEVEL 4	All add, change and SPEC transactions
LEVEL 5	All add, change, timesheet entry and SPEC transactions
*LEVEL PA	Public Authority Authorized screens, inquiry plus Read/Write for the ENRL screen
*LEVEL PAI	Public Authority Authorized screens, inquiry only

***Indicates a change has been made to this Level.**

ACIN: I-23-10
Page Two

A copy of the new CMIPS User ID Request Form, revised 2/12/2010, is attached. This form replaces all previous versions of the CMIPS User ID Request Form and must be completed in full prior to submission to the Adult Programs Systems Unit for processing. Counties can scan and e-mail the completed form(s) to CMIPSID@dss.ca.gov or fax to the Adult Programs Systems Unit at (916) 229-3155, attention Jodi McBroom. An electronic copy of this form may be requested from the IHSS Help Desk.

Please note, all requests for Public Authority screen access or access level changes must have the authorized county approval signature from the local county welfare department.

This revised form will be included in the next update of the CMIPS 2000 User's Manual.

If you have any questions regarding these changes or this letter, please contact Jodi McBroom, Analyst, Systems Unit, at (916) 229-4019.

Sincerely,

Original Document Signed By:

EILEEN CARROLL, CHIEF
Adult Programs Branch
Adult Programs Division

Attachment



User ID Request Form

County _____ Date _____

County Requestor _____ PA Requestor _____

Phone/Fax _____ Phone/Fax _____

Email requests to CDSS at CMIPSID@dss.ca.gov or fax to CMIPS Systems Unit at (916) 229-3155. All requests must have authorized county approval signature from the local county welfare department and include user name and user level. Please see table below for reference. Requests are usually processed within 5 business days.

Type	User Name/ Organization	Phone	User Level	D/O	Logon ID	Temporary Password

Type: N – New User D – Delete User ID C – Change User ID

New User Instructions: At the EDSNET screen type your Logon ID. Tab to the password field and type the Temporary Password and then press Enter. The System will display "Password Expired" at the bottom of the screen and the cursor will be at the New Password field. Enter a new password and press Enter and repeat one more time for confirmation. Passwords must be 8 characters in length, contain at least one number and not repeat any character or number more than twice. You can not use the last 5 previous passwords.

LEVEL 1	All inquiry screens
LEVEL 1E	All inquiry screens plus Read/Write for ENRL screens
LEVEL 2	All inquiry screens and timesheet entry
LEVEL 2E	All inquiry screens and timesheet entry plus Read/Write for ENRL screens
LEVEL 3	All add, change and timesheet entry
LEVEL 4	All add, change and SPEC transactions
LEVEL 5	All add, change, timesheet entry and SPEC transactions
LEVEL PAI	Public Authority Authorized Screen Inquiry Only
LEVEL PA	Public Authority Authorized Screen Inquiry plus Read/Write for ENRL screens

Authorized Public Authority Approver _____ Title _____ Signature _____

Authorized County Approver _____ Title _____ Signature _____

Authorized County Approver Phone _____ Fax _____ Email Address _____