



CDSS

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

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May 16, 2011

ALL-COUNTY INFORMATION NOTICE: I-27-11

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) PLUS OPTION (IPO)
COUNTY WELFARE DIRECTOR'S ASSOCIATION OF
CALIFORNIA (CWDA) REGIONAL MEETING
QUESTIONS/COMMENTS AND ANSWERS

REFERENCES: All-County Letter (ACL) 11-19, dated February 23, 2011

This All-County Information Notice (ACIN) provides clarification to questions and comments (Attachment A) raised during the County Welfare Directors Association of California (CWDA) Regional Meetings that took place in February 2011. A chart (Attachment B) is also included to show the maximum hours for each IHSS program.

If you have questions regarding any of this information, please call the Waiver and Policy Development Unit, at (916) 651-5350 or email APBpolicy@dss.ca.gov.

Sincerely,

Original Document Signed By:

EILEEN CARROLL
Deputy Director
Adult Programs Division

Attachments

REASON FOR THIS TRANSMITTAL

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

ATTACHMENT A

CWDA REGIONAL MEETINGS FEBRUARY 2011 ANSWERS TO QUESTIONS/COMMENTS

1. **Q: Clarification was requested regarding the maximum hours for each IHSS program, including IPO and especially protective supervision cases. Can CDSS provide some information on maximum hours for each program?**

A: Attached is a chart that shows the maximum hours for each IHSS program (see Attachment B).

2. **Q: Unlike IPW, the IPO disability requirement is the same as for PCSP. Can APB provide counties with the ACL reference that discussed PCSP disability determinations?**

A: ACL 93-21 provides information on PCSP disability determinations. This ACL may be found at:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl93/93-21.PDF>.

3. **Q: Will CDSS send a mass mailing of Notices of Action (NOAs) to IPO recipients to inform them of the transition from IPW to IPO?**

A: No, a notice is not required and would likely cause confusion for recipients.

SOC 827 vs. SOC 864

4. **Q: Who will be required to use the SOC 827 and the SOC 864? ACL 11-19 states that counties shall use the new SOC 864 for all IPO cases, and shall continue using the SOC 827 (Individual Emergency Back-Up Plan) for all PCSP and IHSS-R cases. Some counties would like to use the new SOC 864 for all cases and would like assurance from APB that APB QA will not cite the counties for using the SOC 864 for PCSP/IHSS-R cases.**

A: The SOC 864 must be used for all IPO recipients. Counties may use the SOC 827 or the SOC 864 for PCSP & IHSS-R recipients. APB QA staff will inform county QA staff that the SOC 864 is acceptable for all IHSS cases.

- 5. Q: Should social workers fill out both forms (i.e., SOC 827 & SOC 864) for intake assessments if the case cannot be identified as IPO during the initial application process? Or should an SOC 827 be completed and if it turns out the case is IPO eligible, the SOC 864 can be completed at the next reassessment?**

A: Social workers can bring the SOC 864 to all intake assessments when the applicant has a spouse who may potentially be the IHSS provider or if the applicant is a child with a potential parent-provider. If the social worker determines the case is not IPO eligible and is PCSP or IHSS-R eligible during or after the initial assessment, the completed SOC 864 is sufficient as it includes the individualized back-up plan. An SOC 827 may be completed at the next reassessment for those IHSS-R/PCSP recipients. Counties also have the option of using the SOC 864 for all cases.

- 6. Q: If a recipient has a change of address that does not require a new face-to-face (i.e., a phone reassessment is adequate), can the SW update the existing SOC 864, mail recipient a new 864 to complete, or not worry about it until the next face-to-face assessment?**

A: Update the existing SOC 864 if necessary. It is not necessary to mail the recipient a new SOC 864 to complete. A new SOC 864 does not need to be completed until the next face-to-face assessment.

From IPO to PCSP

- 7. Q: What if a PCSP case changes to an IPO case before the next reassessment is due?**

A: Counties can wait until the next reassessment to complete an SOC 864.

- 8. Q: If a recipient voluntarily disenrolls from IPO and is now PCSP, is the SOC 864 an acceptable substitute for the SOC 827? What if he/she moves from PCSP to IPO? Can he/she wait until the next face-to-face to complete an 864?**

A: The SOC 864 is an acceptable substitute for the SOC 827 under all circumstances. If a recipient moves from PCSP to IPO, the social worker can wait until the next face-to-face to complete an SOC 864.

9. Q: If a recipient chooses to no longer have one of the IPO options (parent or spouse provider, Restaurant Meal Allowance or Advance Pay), and moves into PCSP, how will this change be reflected in CMIPS?

A: Once a recipient informs the county of his/her requested change and county staff makes the appropriate change in CMIPS, the recipient's aid code (2L) will automatically update to 2M (PCSP).

Use of Form

10. Q: Will the SOC 864 need to be completed for all IPO recipients by 3/1/11?

A: No, counties should start using the form for all IPO assessments and reassessments beginning in March 2011.

11. Q: CDSS' forms are password protected. Can CDSS provide an unlocked version of the SOC 864 so that counties may fill in the fields and save the document for future use?

A: The online version of the SOC 864 is an Adobe PDF, and can be filled in and saved. You can fill in the information for individual recipients and save the document for future use. You can also fill in a county specific template with information to speed up the process, or both. This information can be saved on the form for future use.

12. Q: A copy needs to be given to the recipient. Will the form have to be filled out twice?

A: Social workers may complete two forms during the assessment, or bring the completed form back to the office to photocopy and then mail a copy to the recipient. Counties can also have this form reproduced on NCR paper.

13. Q: Should the information collected in Sections B1-B3 of the SOC 864, pg. 2, be consistent with the SOC 293, D (2) Disaster Preparedness and the Functional Impairment (FI) rankings on the H-line?

A: Although there is no direct correlation between the information, this form should be consistent with the Assessment information captured on the SOC 293.

14. Q: Some counties distribute CMIPS print-outs to emergency responders (county disaster preparedness is part of the IPO Risk Assessment form). Is a recipient release form/signature needed before counties can distribute these print-outs with recipient's information?

A: No, a recipient release form or recipient signature is not needed in order for authorized county staff to release IHSS recipients' names and addresses to emergency agencies in the event of a public safety emergency. [Welfare & Institutions Code (WIC) 10850.9; ACIN I-54-00]

15. Q: If a recipient participates in completing the Risk Assessment form (SOC 864) but refuses to sign it, should he/she be taken off the IPO program?

A: Not as long as the recipient participates in the process and agrees with the information on the form. The federal IPO statute does not require that a signature be obtained on the Risk Assessment form, but the statute does require the recipient to participate in the Risk Assessment process in order to be eligible for IPO. If the recipient refuses to participate in the Risk Assessment process, he/she will not be eligible for IPO (i.e., the recipient will not have the option to have a parent or spouse provider, Advance Pay or Restaurant Meal Allowance). A recipient is not required to participate in the Risk Assessment process to be eligible for IHSS/PCSP, as the Risk Assessment is a requirement only for IPO.

CMIPS

16. Q: Will the SOC 864 be tracked in CMIPS?

A: No.

17. Q: Is there a systematic way to identify IPO recipients in CMIPS so that county social workers may highlight these cases to identify that an SOC 864 is needed for the reassessment?

A: Counties can use the Adhoc Tool to run a report of all 2L cases each month. We encourage each county to set up a process that best suits their needs.

ATTACHMENT B

Maximum Hours for In-Home Supportive Services (IHSS) Programs

Type of Case	In-Home Support Services-Residual (IHSS-R)	Personal Care Services Program (PCSP)	In-Home Supportive Services Plus Waiver (IPW)	In-Home Supportive Services Plus Option (IPO)***
Non-Severely Impaired (NSI)	195 hours [WIC 12303.4(a); MPP 30-765.12] <ul style="list-style-type: none"> • The entire 195 hours can be for protective supervision. 	283 hours [WIC 12303.4(b); MPP 30-765.11] <ul style="list-style-type: none"> • Only up to 195 hours can be for protective supervision.** • Additional service-hours, up to a maximum of 283, can be used for other PCSP services. 	195 hours [IPW Application Utilization Controls] <ul style="list-style-type: none"> • The entire 195 hours can be for protective supervision. 	195 hours [IPW Application Utilization Controls] <ul style="list-style-type: none"> • The entire 195 hours can be for protective supervision.
Severely Impaired (SI)	283 hours [WIC 12303.4(b); MPP 30-765.11] <ul style="list-style-type: none"> • The entire 283 hours can be for protective supervision.* 	283 hours [WIC 14132.95(g)] <ul style="list-style-type: none"> • The entire 283 hours can be for protective supervision.* 	283 hours [IPW Application Utilization Controls] <ul style="list-style-type: none"> • The entire 283 hours can be for protective supervision.* 	283 hours [IPW Application Utilization Controls] <ul style="list-style-type: none"> • The entire 283 hours can be for protective supervision.*

*Although unlikely, this can occur; the 20 hours or more per week assessed in specific areas as required in the SI definition [MPP 30-701(s)(1); WIC 12303.4(b)], could be provided as an alternate resource.

**In the IPW application, CDSS requested to provide all services, including protective supervision, in the IPW with the same NSI/SI hours-restrictions that are in IHSS-R. Per DHCS, CMS informed California that protective supervision can now be considered a State-Plan service under the PCSP. CMS further stated that a State Plan Amendment was not necessary, and that we could provide protective supervision in the PCSP “as described in the Waiver application.” Under Utilization Controls in the Waiver application, the maximum hours for NSI recipients for Protective Supervision are 195 (the same as for IHSS-R).

***Maximum hours for IPO are the same as for the IPW, and for IHSS-R [WIC 14132.952(b) states “the IPO shall incorporate the ...benefits...of the IHSS program pursuant to Article 7 (commencing with Section 12300) of Chapter 3.”]