



CDSS

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DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

July 16, 2012

ALL-COUNTY INFORMATION NOTICE NO.: I-37-12

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: NO PAYROLL ACTIVITY REPORTS FOR PROVIDERS
IN THE IN-HOME SUPPORTIVE SERVICES PROGRAM

REFERENCE: ACL NO. 09-52, DATED OCTOBER 1, 2009
ACL NO. 09-70, DATED OCTOBER 31, 2009
ACL NO. 09-78, DATED NOVEMBER 25, 2009
ACL NO. 10-05, DATED FEBRUARY 17, 2010
ACL NO. 10-35, DATED JULY 16, 2010
ACL NO. 10-51, DATED NOVEMBER 12, 2010
ACL NO. 10-59, DATED DECEMBER 9, 2010
ACL NO. 11-12, DATED JANUARY 26, 2011

REASON FOR THIS TRANSMITTAL

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

This All-County Information Notice (ACIN) transmits the new In-Home Supportive Services (IHSS) Notice to Provider of Inactivity Form (SOC 881) and provides clarification regarding the two new reports created relating to the automatic termination of providers with no payroll activity statewide for one year.

As of March 16, 2012 a monthly batch process was implemented by the Case Management, Information and Payrolling System (CMIPS) vendor to identify and inactivate the provider enrollment status and/or active PELG screens of IHSS providers with no payroll activity statewide for one year. A listing of the providers who were affected by this change was produced and made available on two reports; (1) Provider Termination – No Payroll Activity Report and (2) Ineligible ENRLS – No Payroll Activity Report, on the CMIPS “On-Line Reports” website. Below is a description of each report and an explanation of the data contained on each, as well as information regarding those providers who were not listed on either of the reports.

PROVIDER TERMINATION – NO PAYROLL ACTIVITY REPORT

This report shows active providers who were in “E” (Eligible) or “L” (Leave) status, on the PELG screen and have not had any payroll activity for a period of 12 months. These providers were set to “T” (Terminated) status on the PELG screen and have had their ENRL screen automatically reset with a status of “I” (Ineligible) and a reason code of “86 – Inactive/No Payroll Activity for one (1) year”. All ENRL flags were reset to “N” (No), and all conviction and general exception information was deleted.

The report is sorted by county, district office and social worker respectfully and lists the following case specific data elements to assist county staff in notifying these providers:

- Case Number
- Provider Name
- Recipient Name
- Provider Address
- Provider Telephone Number

California Penal Code 11105.2(d) requires any agency which submits the fingerprints of applicants for employment approval to the Department of Justice (DOJ) for the purpose of establishing a record of the applicant to receive notification of subsequent arrests, to notify the DOJ once a business relationship no longer exists because an applicant was not hired or their employment is terminated. In order to determine whether or not the business relationship still exists, once a provider is identified on this report, the originating county, Public Authority (PA) or Nonprofit Consortium (NPC) must send a notification letter to the provider requiring response within 30 days if they still intend to work in the IHSS program. The 30-day timeframe does not begin until the notification letter is mailed.

If the provider responds and the county, PA or NPC determines that they should not have been terminated because they still intend to work in the IHSS program, staff can reset the CMIPS Provider Enrollment screen flags to “Y” (Yes) and the ENRL status to “E” (Eligible) and reactivate the provider on the PELG screen. If information regarding the provider’s previous ENRL screen is needed it is available on the CMIPS provider enrollment download that is issued to counties twice a month by the CMIPS vendor.

Once the provider’s ENRL status changes, the 12-month timeframe for activity restarts, and the provider will no longer be identified on the inactive reports. If there is no response from the provider, then the county, PA or NPC shall submit a “No Longer Interested” form (BCIA 8302) to the DOJ (which can be accessed at the DOJ website at:

<http://ag.ca.gov/fingerprints/forms/nli.pdf>). Once the county, PA or NPC completes the BCIA 8302, if the individual wants to work in the IHSS program, they will be required to reapply and complete the provider enrollment process.

INELIGIBLE ENRLs – No PAYROLL ACTIVITY REPORT

This report shows providers who in addition to no payroll activity for 12 months, also had a FINGERPRINTS/BI flag of “Y” (Yes) on the ENRL screen, and were either inactive, terminated (T) or in pending (P) status, on the PELG screen or never completed the provider enrollment process. These inactive and potential providers were not active and had their ENRL screen reset with a status of “I” (Ineligible) and a reason code of “86 – Inactive/No Payroll Activity for one (1) year”. All ENRL flags were reset to “N” (No) and all conviction and general exception information was deleted. These individuals will be required to reapply and complete the provider enrollment process if they want to work in the IHSS program.

This report is sorted by the DOJ COUNTY listed on the ENRL screen and lists the following provider specific data elements:

- Social Security Number
- Provider Name

There is no requirement to notice these providers because they were not considered actively working due to their PELG status. However, counties can use the SOC 851 during the provider enrollment process to notify these applicant providers which of the required steps of the IHSS provider enrollment process they still need to complete.

To reduce the workload of processing subsequent notifications for inactive providers that have completed the fingerprint process and a have a DOJ COUNTY identified on their ENRL screens, counties, PAs or NPCs shall submit the BCIA 8302 to request that the DOJ no longer send any subsequent notifications for this population as well.

NON-REPORTED PROVIDERS

There was a group of providers who had their ENRL screens inactivated but were not listed on any reports because they had a FINGERPRINT/BI flag of “N” (No) and never had a PELG associated with them. These providers were identified as having an ENRL screen that was created prior to February 1, 2011 and had never finished the provider

enrollment process. The CMIPS vendor reset the records for these providers with a status of "I" (Ineligible) and a reason code of "86 – Inactive/No Payroll Activity for one (1) year" and reset all of their existing ENRL flags to "N" (No), but were unable to identify the associated county due to the lack of a PELG screen and a DOJ COUNTY identified on the ENRL screen. These providers will be required to reapply and complete the provider enrollment process.

NEW SOC 881

The California Department of Social Services has created the attached In-Home Supportive Services (IHSS) Notice to Provider of Inactivity (SOC 881) which counties shall send to all individuals listed on the "Provider Termination – No Payroll Activity Report" to inform them of their designation as inactive, and the process and timeframe for requesting to remain in active status. The bottom section of the notice allows an individual to request to remain active by checking one of two boxes to indicate the acceptable reasons on which an individual may base his/her request. An individual who has been actively providing services but who has not submitted time sheets may request to remain active. He/she must provide the name of the recipient for whom he/she has been providing services. An individual who has been inactive but who anticipates becoming an active provider again may also request to remain active. The inactive individual may either sign and return the notice to the county in person, by mail or call the county within 30 days of the date of the notice. The county shall deny an individual's request if it is not made within 30 days of the date of the notice. When a timely request is received, the county shall re-activate the provider by updating CMIPS as described above.

AVAILABILITY OF NOTICES

Camera-ready copies of the English versions of the forms and notices referenced in this ACL are available on the CDSS Forms/Brochures web page at:

<http://www.dss.cahwnet.gov/cdssweb/PG183.htm>

Questions about accessing the forms may be directed to Forms Management Unit at FMUdss@dss.ca.gov, or via telephone, (916) 657-1907.

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Should you have any questions regarding information in this ACIN, please call the Adult Programs County Assistance line at (916) 551-1003 for assistance.

Sincerely,

Original Document Signed By

EILEEN CARROLL
Deputy Director
Adult Programs Division

Attachment

c: CWDA

IN-HOME SUPPORTIVE SERVICES PROGRAM NOTICE TO PROVIDER OF INACTIVITY

(ADDRESSEE)

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COUNTY OF: _____

Notice Date: _____

Provider Name: _____

Address of IHSS Office
or Public Authority (PA): _____

IHSS Office/PA Phone Number: _____

This notice is to inform you that your status as In-Home Supportive Services (IHSS) provider has been changed to inactive. Here's why:

It has been at least one year since you submitted a timesheet for work you performed providing services for any IHSS recipient(s).

If you have been providing services for an IHSS recipient(s) but you have not been submitting timesheets regularly, you must let the county know that you are still an active provider. In order to be identified as an active provider and not continue to receive these notices you must submit your timesheets regularly. You must complete the bottom section of this notice and return it to the county IHSS office or PA at the address shown above OR call the county/PA at the phone number shown above. You must return the notice or call the county/PA within 30 days of the date of this notice.

If you have NOT been providing services for an IHSS recipient but you wish to remain active because you anticipate being an active provider for an IHSS recipient you must let the county/PA know that you want to remain in active status. You must complete the bottom section of this notice and return it to the county IHSS office or PA at the address shown above OR call the county/PA at the phone number shown above. You must return the notice or call the county/PA within 30 days of the date of this notice.

If you do not return this notice to the county/PA or call the county/PA within 30 days, you will remain in inactive status. If you decide to become an active IHSS provider in the future, you will have to re-complete all of the provider enrollment requirements, including submitting fingerprints and undergoing a criminal background check, before you can receive payment from the IHSS program for providing services. State law requires that you pay the costs for fingerprinting and the criminal background check.

If you have questions about the information in this notice, call the telephone number listed above.

REQUEST TO REMAIN IN ACTIVE STATUS

I hereby request to remain an IHSS provider in active status because:

- I have been an active provider within the past year, but have not submitted timesheets.
I have provided services for the following IHSS recipient(s): _____.
- I anticipate being an active provider for an IHSS recipient.

SIGNATURE:

DATE:

BEFORE RETURNING THIS NOTICE, MAKE A COPY FOR YOUR RECORDS.