

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 21, 1979

ALL-COUNTY INFORMATION NOTICE I-131-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CLARIFICATION OF REPORTING INSTRUCTIONS, IHSS PROGRAM
MONTHLY CASELOAD, HOURS AND COST REPORT (SOC 296)

REFERENCE:

The following explanatory material is in response to questions the Statistical Services Bureau has received from county welfare department staff about the revised statistical report on the IHSS Program Monthly Caseload, Hours and Costs (SOC 296). We wish to emphasize that the SOC 296 is not a claiming document and this letter should in no way be construed as instructions or suggestions regarding the completion of the Social Workers Time Study (DFA 46). If you have questions regarding the Time Study they should be addressed to the County Fiscal Administration Bureau.

Data from the SOC 296 will be used by the Department to make fiscal projections and statistical comparisons between counties and between provider methods. It is our intent that, given the operational differences between counties, the data submitted to us shall be based, as nearly as possible, on a uniform understanding of the data definitions. We hope, therefore, that the explanations below will provide clarification about the data we need and how it is to be reported.

First-Line Supervisor Hours and Costs

SOC 296 instructions that accompany the revised report form call for "the total direct hours of county welfare staff first line supervision of IHSS welfare staff providers, individual providers, and purchase of service providers". (See All-County Letter 79-39, dated 7-5-79, Item 6b(2), page 6.) In the supervision of non-welfare staff providers, however, the hours reported are to be limited to those spent "inspecting the actual duties performed by either individual or agency IHSS providers". (Ibid. welfare staff first line supervisors, p. 5.) These hours plus any other hours of first-line supervisory time that are prorated to IHSS and reported on Line B of the DFA 46 should be reported in Item 6b of the SOC 296. A footnote should indicate how many of the reported hours were spent supervising non-county staff.

For months in which no time study is available estimates are acceptable based on adjustments to the DFA 46 figures which take into account changes in the number of first-line supervisory staff.

Flat Rate Hours

The Department of Health, on January 26, 1978, sent to All County Welfare Directors, Social Services Letter No. 78-9 which clarified how the exemption of personal attendants from Industrial Welfare Commission Wage Order 15-76 (Minimum Wage) applied to IHSS individual providers. (See attached.) Negotiated flat rates of payments for exempted individual providers are based, at least in part, on the number of hours of service authorized. In some instances counties may not have available for reporting purposes, actual hours of service provided each month. In these instances hours authorized under the flat rate method of service provision (as shown on the Needs Assessment Form (SOC 293 in Section 1, Recommendation) may be used but should be footnoted to this effect.

Case Counts

Expenditures for IHSS services are to be reported on a cash flow basis; i.e., in the report month when the payments are made regardless of the month (or months) in which the services were rendered. Because of payment delays, 2-week and 4-week payment cycles, and other variations from payments made regularly on a monthly basis, the reported amounts in many counties may change substantially from month to month.

The case count reported should relate to the service period covered by the payments. Should payments reported in a given month reflect two-months' services, a case count for each month's service should be reported. Payment covering services for only part of a month should be counted as a case when the majority of the payment for that month's services is reported. Do not count a case twice for services in the same month even though payments for those services may have been made in more than one month. Counties with 4-week and 2-week payment cycles will have higher costs reported in one or two months of the year when extra payrolls occur. For these months an explanatory footnote should be given but case counts should not be increased. The following are examples of case counting which may be helpful. They apply to all service delivery methods.

Example One - Client received services from July 1-31. Payment for those services were made in August.

Service Period - July 1-31

Payment for these services would be shown on the August SOC 296

- . Report 1 casecount in the applicable service delivery method.
- . Report the number of hours of service for which a payment was made in the report month.
- . Report the cost for services paid for in the report month.

Illustration

Facts . 28 hours service provided during the service period July 1-31
 . \$130 payment in August for July services

Report on SOC 296

August

1 casecount
 28 hours of service
 \$130 payment

Example Two - A supplemental payment was made in the month of September to the original months payment reported in the month of August.

Service Period July 1-31

Payment for those services: August SOC 296

Supplemental Payment: September SOC 296

- . Report the number of hours of service for which a payment was made in the report month (if any).
- . Report the cost for services paid for in the report month.
- . Do not report a casecount because it would have previously been reported in the August report months. This is when the original payment would have been made.

Illustration

Facts . \$10 supplemental payment in September for July services

Report on SOC 296

August

1 casecount
 28 hours for July Services
 \$130 payment

September

- . 0 casecount - case already reported on August SOC 296. (This is when the first payment was made)
- . 0 hours - full hours reported when first payment was made
- . \$10 payment

Example Three - A full repayment was received in the September report month for a payment previously reported on the August SOC 296.

Service Period - July 1-31

Payment for those services - August report month

Full repayment received in September

September SOC 296 would reflect:

- . Reporting of a negative casecount because a casecount was previously reported in the August report month.
- . Deductions of the hours of service previously reported in the August report month.
- . Deduction of the amount of the full repayment previously reported in the August report month.

A partial repayment in September would not require reporting of a negative casecount. Only the hours of service associated with the repayment and the amount of the repayment would be deducted.

Illustration

- Facts . 50 hours of service provided July 1-31
- . \$200 payment made in August for July Services
 - . \$200 full repayment in September of \$200 paid for July services not actually provided

Report on SOC 296

August

1 casecount	Deduction of 1 casecount
50 hours of service	Deduction of 50 hours
\$200 payment	Deduction of the \$200 payment

Example Four - A payment is made in the month of September for services rendered from July 21-August 31.

The September SOC 296 would reflect:

- . Reporting of one casecount for July on those new cases which began receiving services during the period July 21-31.
- . Reporting of one casecount for all continuing cases for the service period August 1-31.
- . Reporting of the Total hours and Total costs paid for the service period July 21-August 31.

Illustration

- Facts . 55 hours of service provided July 21 to August 31
- . \$220 payment in September for above services
 - . New case - services started on July 21

Report on SOC 296

September

	1	casecount for July Services
plus	1	casecount for August Services
	<u>2</u>	casecounts reported on September SOC 296
	55	hours of service
	\$220	payment

Note: If this were not a new case but a continuing case which received services for July 1 - July 20, the casecount for July Services would have been previously reported. Since the case continued services in August, only 1 casecount would be reported on September's SOC 296.

Example Five - Reporting of an IHSS recipient when services were provided through both a welfare staff provider and an individual provider in the service period July 1-31.

Payment for those services are made in August.

The August SOC 296 would reflect:

- . Reporting in Welfare Staff (Item 6) one casecount, the hours of services provided through this method and the cost of these services.
- . Reporting in Individual Provider (Item 7) one casecount, the hours of services provided through this method and the cost of these services.

However, in Item 9a, an unduplicated casecount would be reported.

Example Six - A payment is made in the month of October for services rendered from August 26-October 6.

The October SOC 296 would reflect:

- . Reporting of one casecount for August on those new cases which began receiving services during the period August 26-31.
- . Reporting of one casecount for all continuing cases for the service period September 1-30.
- . Reporting of the Total hours and Total costs paid for the service period August 26-October 6.

Since the services rendered in October only represented six days, only report a casecount for those cases which were discontinued within the period, along with their associated hours and costs for services.

Casecounts for the month of October would be reported when the majority of the October services were paid, i.e., October 7 through October 31. This method of reporting will insure a better association between the costs, hours, and casecounts.

Illustration

Facts . 60 hours of service were provided August 26 to October 6

. \$300 payment in October for above services

Report on SOC 296

- A. If case is a continuing case, i.e., services were provided before August 26 and after October 6.

August

0 casecount (case would have been reported on previous SOC 296)

September

1 casecount (services provided in September)

October

0 casecount (case should be reported in month when the majority of October services are provided)

October SOC 296 1 casecount
 60 hours of service
 \$300 payment

- B. If services are discontinued on October 6 to a continuing case, casecount should be:

0 - August (case would have been reported on previous SOC 296)
1 - September services
1 - October services

Total 2 casecounts, along with 60 hours of service and a \$300 payment.

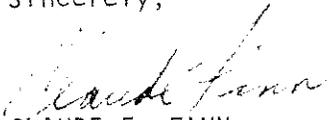
- C. If case is new with services beginning on August 26; and if services were provided beyond October 6; casecount should be:

1 - August services
1 - September services
0 - October services (case should be reported when the majority of October's services are provided)

Total 2 casecounts, along with 60 hours of service and a \$300 payment.

If you have any questions they should be addressed to the Statistical Services Bureau at (916) 322-5462 or ATSS 492-5462.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration Division

cc: CWDA

DEPARTMENT OF HEALTH

714-744 P STREET

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January 26, 1978

SOCIAL SERVICES LETTER NO. 78-9

To: All County Welfare Directors

IN-HOME SUPPORTIVE SERVICES (IHSS) INDUSTRIAL WELFARE COMMISSION WAGE ORDER 15-76

This letter supersedes Services Memorandum 39-76 Section 3 dealing with personal attendants and Section 5 dealing with live-in providers addressed in Wage Order 15, issued last October. We have requested and received clarification from the Industrial Welfare Commission (IWC) on the applicability of the exemption for personal attendants in the IHSS Program who are serving as live-in or non-live-in providers. The following interpretation of the exemption has been approved by the IWC:

"Personal attendant in the IHSS program is an individual provider of services of which 80% or more of the time authorized includes any or all of the following: supervision, nonmedical personal care such as grooming, dressing, and personal hygiene, and feeding which may also include preparation of the meals fed to the client".

Application of the exemption allows counties to negotiate flat rates of payment for providers whose tasks meet this definition for 80% or more of the time. Counties should use the exemption for personal attendants wherever the provider meets the definition. Several examples are:

- 1) Client requires a live-in provider. Client needs personal care, protective supervision, assistance with housekeeping, laundry, meal preparation only, which does not include feeding. Provider is a personal attendant if no more than 20% of the authorized time is spent performing non-exempt tasks such as housekeeping and laundry.
- 2) Client needs assorted household maintenance and personal care services in the following amounts:

housekeeping	2 hours/wk*
laundry	2 hours/wk*
bathing	3 hours/wk
dressing	2½ hours/wk
ambulating	1½ hours/wk
grooming	2 hours/wk
meal preparation	10 hours/wk
feeding	3 hours/wk
	<u>26 hours/wk</u>

* According to the Industrial Welfare Commission interpretation, housekeeping and laundry services are implicitly excluded from personal attendant services. Since the additional 22 hours occupy more than 80% of the time, the provider is a personal attendant, whether he/she lives in or not.

3) Client needs assorted household maintenance and personal care. Provider lives in and performs the following services:

housekeeping	3 hours/wk
laundry	2 hours/wk
meal preparation	10 hours/wk
dressing	2 hours/wk
grooming	3 hours/wk
	<hr/>
	20 hours/wk

Only 5 of the 20 hours can be considered tasks of a personal attendant; meal preparation time counts only if authorized in conjunction with feeding. Therefore, this provider is not exempt from the minimum wage order.

Finally, the Order only pertains to individual providers. IHSS providers who are employees of the county are not covered by Orders of the Industrial Welfare Commission.

IHSS providers who are employees of contracting agencies remain subject to the provisions of IWC Order 5-76, in which there is no exemption for a personal attendant.

Sincerely,



George Brown
Deputy Director for
Social Services Division

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This letter is effective until December 28, 1978, unless sooner rescinded or superseded.