

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-6320

November 21, 1986



ALL-COUNTY INFORMATION NOTICE NO. 1-110-86

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ADDITIONAL EQUIPMENT REQUEST EVALUATION GUIDELINES FOR THE IN-HOME SUPPORTIVE SERVICES (IHSS) CASE MANAGEMENT INFORMATION PAYROLLING SYSTEM (CMIPS)

This All-County Information Notice is being written to inform you of the guidelines which will be used to evaluate county requests concerning CMIPS equipment.

A major consideration will be the county's need for the requested equipment. If the need is not immediately clear from the letter of request or the request falls into category #2 below, the county will be asked to submit a cost-benefit analysis of the requested additional equipment. The request and the cost-benefit analysis will be reviewed by a committee comprised of staff from Electronic Data Systems (EDS) and the State. The committee will also evaluate whether the addition of the requested equipment will negatively impact the statewide operation of CMIPS by delaying cathode ray tube (CRT) response time.

The request evaluation and resulting action will be based on the following priorities and policies:

1. Counties which have caseloads that have grown to 200 or more cases since CMIPS implementation will be considered for allocation of equipment. The caseload size was one of the criteria originally used to allocate equipment. In addition to the caseload size, a workload study focusing on CMIPS transactions will be conducted to verify activity level. If approved, costs will be charged to the EDS contract.
2. Counties with branch or district offices with a caseload size of more than 200, and located in offices geographically separated from the CRTs currently allocated, will be considered for new equipment or a reallocation of equipment, if requested. Approval for additional equipment will be given only after consideration of a workload study and a cost-benefit analysis. If approved, costs will be charged to the EDS contract.

3. County requests for the relocation of equipment that is determined to be beyond the control of the county welfare department (i.e., rental contract terminates and cannot be renewed) will be approved and the equipment relocated and reinstalled by EDS and their sub-contractors. These costs will be charged to the EDS contract.
4. Counties which plan to relocate current equipment and require no additional hardware to do so will not have the costs charged to the EDS contract as described in #3, above, if the move is determined to be for convenience or to facilitate county preference. The county may arrange with EDS to have the equipment moved and reinstalled. The associated costs may be claimed via the normal county administrative expense claiming process and charged against the appropriate county allocation. If the above conditions apply but additional electronic data processing equipment is necessitated by the move, #5 below would also apply (to the additional equipment-required portion of the cost).
5. County requests for equipment enhancements and/or expansions will be evaluated on a county-by-county basis. The committee will review these requests and forward them with a recommendation to the County Approvals Section (CAS) of the Management Systems and Evaluation Division. These requests must meet the requirements outlined in the State Department of Social Services Manual of Policies and Procedures, Section 23-105. The equipment request must be approved by CAS and EDS must coordinate the equipment installation to facilitate interface with CMIPS. The installation and purchase or lease costs should be claimed via the normal county administrative expense claiming process and charged against the appropriate county allocation.

If you have any questions please call Mr. William Schimeck at (916) 323-5316.
All CMIPS equipment-related requests should be submitted in writing to:

William Schimeck
Adult Services Bureau
Department of Social Services
744 P Street, M.S. 6-536
Sacramento, CA 95814


LOREN D. BUTLER
Deputy Director
Adult & Family Services

cc: CWDA