

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 18, 1999

COUNTY FISCAL LETTER (CFL) NO. 98/99-76

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
(CEC) FOR THE JULY – SEPTEMBER 1999 QUARTER TIME STUDY
INSTRUCTIONS

This letter provides time study instructions for the July – September 1999 quarter. The information contained in this letter includes:

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The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions (SSTRI) for use during the September 1999 quarter are as follows:

Social Services (SS)	9/99
CalWORKs (CWs)	9/99
Other Public Assistance (OPA)	9/99
Child care (CC)	9/99
Nonwelfare (NW)	9/99
Staff Development (SD)	9/99
Electronic Data Processing (EDP)	9/99
Support Staff Time Report Instructions	9/99

Please Note: For OPA, NW, SD and EDP PCDs only old “highlights” were eliminated and the date changed for the 9/99 quarter versions.

I. Social Services

A. IHSS PROGRAM

The title and PCD for Time Study Code (TSC) 3300, IHSS (CSBG), is being revised to eliminate the reference to County Services Block Grant (CSBG) effective with the June 1999 quarter. This code should be used to report fraud activity for the In-Home Supportive Services Program only.

B. SUPPORTIVE AND THERAPUTIC OPTIONS PROGRAM (STOP)

Time Study Code 5881, STOP- Case Management, was established in the March 1999 quarter. The TSC was added to the 6/99 Social Services Function PCD listing, but this information was omitted from June 1999 Quarter Time Study Letter CFL No. 98/99-66, dated March 19, 1999. Detailed Time Study Instructions were provided in CFL No. 98/99-57, dated January 11, 1999.

C. CWS CASE MANAGEMENT

The activities referenced under CWS Case Management in the 6/99 Social Services Function PCD listing was expanded to include the following:

- *Visits for non group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements.*

This information was omitted from the June 1999 Quarter Time Study Letter CFL No. 98/99-66, dated March 19, 1999.

D. APS

ACL No. 99-16, dated March 26, 1999, provided information regarding county APS agencies' responsibilities for implementing the provisions of Senate Bill (SB) 2199. Attachment B to ACL No. 99-16 summarizes SB 2199-related APS Program mandatory requirements effective May 1, 1999, including sections (Sections II and IV) on allowable APS Response/Intake and Case Management services/activities. The following reiterates information contained within Attachment B, specifically that pertaining to APS response and case management activities, to provide clarification to counties on changes to the APS Program that became effective during the April-June 1999 quarter.

Effective with the September 1999 quarter, APS Time Study Codes (TSCs) have been revised to reflect changes mandated under SB 2199 legislation as follows (please refer to the September 1999 quarter Social Services Function PCD for specific APS activities):

5691 APS - Response

Effective with the September 1999 quarter, TSC 5691, APS-Emergency Response, *has been renamed to APS-Response*. Effective with the September 1999 quarter, revised activities include time spent performing activities in response to and initial investigation of all reports or referrals alleging abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS. APS clients are defined as elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resource; or deprived of entitlements due them.

5701 APS - Case Management

Effective with the September 1999 quarter, revised activities include time spent performing case management activities during the period *following* the initial investigation and response to reports involving abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Allowable activities are those necessary to bring about changes in lives of victims and to provide a safety net to enable victims to protect themselves in the future. Case management activities are those performed after the initial response and investigation of reports of abuse.

5711 APS-SPMP- Response

Effective with the September 1999 quarter, TSC 5711, APS-SPMP-Emergency Response, *has been renamed to APS-SPMP-Response*. Effective with the September 1999 quarter, revised activities include time spent by SPMP performing activities in response to and initial investigation of all reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible elder or

dependent adults who meet the eligibility criteria for APS (see definition in Code 5691). Activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes.

5721 APS-SPMP-Case Management

Effective with the September 1999 quarter, revised activities include time spent by SPMP performing case management activities during the period *following* the initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, bring about changes in the lives of victims, and to provide a safety net to enable victims to protect themselves in the future. Case management activities are those performed after the initial response and investigation of reports of abuse.

5731 APS-HR-Response

Effective with the September 1999 quarter, TSC 5731, APS-HR-Emergency Response, *has been renamed to APS-HR-Response*. Effective with the September 1999 quarter, revised activities include time spent performing activities in response to and initial investigation of all reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS (see definition in Code 5691). Allowable activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes.

5741 APS-HR-Case Management

Effective with the September 1999 quarter, revised activities include time spent performing case management activities during the period *following* the initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, bring about changes in the lives of victims, and to provide a safety net to enable victims to protect themselves in the future. Case management activities are those performed after the initial response and investigation of reports of abuse.

The September 1999 quarter PCDs for TSCs 5691, APS-Response, 5701, APS-Case Management, 5711, APS-SPMP-Response, 5721, APS-SPMP-Case Management, 5731, APS-HR-Response, and 5741, APS-HR-Case Management, include activities mandated by SB 2199.

E. SPMP

To avoid future audit liability, counties are reminded that SPMP costs claimed for enhanced FFP at the 75% rate must meet the requirements of Medicaid regulations [Code of Federal Regulations 42, Section 432.50(d)]. These requirements are provided in CFL No. 92/93-41, dated March 22, 1993, and the Social Services Function PCD. Specifically, they are as follows:

1. Expenditures must be for activities that are directly related to the administration of the Medicaid Program (e.g., services provided to/for Medi-Cal eligible clients).
2. Salaries, benefits, and training costs of SPMP and clerical staff who are in direct support of and directly supervised by the SPMP. The criteria for SPMP are as follows:
 - Must have completed a two year or longer program leading to an academic degree or certificate in a medically-related profession;
 - Must possess a medical license or certificate issued by a recognized national or state medical licensing agency or certifying organization, or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
 - Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
 - Must be CWD or other county agency staff contracted to perform allowable activities.

II. CalWORKs

A. NONFEDERAL PROGRAM LANGUAGE ADDITION

For clarification purposes, effective with the September 1999 Time Study Quarter, the following language “**e.g. legal aliens ineligible under TANF guidelines but eligible for CalWORKs**” has been included in the PCDs listed below:

- PCD 4512 NONFEDERAL WTW
- PCD 6161 NONFEDERAL CalWORKs ELIGIBILITY
- PCD 6481 CalWORKs TRANSITIONAL SERVICES, NONFEDERAL
- PCD 3050 NONFEDERAL CalWORKs FRAUD
- PCD 3200 NONFEDERAL CalWORKs and FOOD STAMP FRAUD

B. CSA DEMONSTRATION PROJECT

ACL No. 98-69, dated September 14, 1998, provided counties with information regarding the CSA Demonstration Project. CFL No. 98/99-51, dated December 16, 1998, incorrectly stated that the casework TSC for the CSA Demonstration Project was 6521, it should have been listed as 0401. The 9/99 Quarter CalWORKs Function PCD has been updated to reflect the accurate code. The support staff time study code B40 which was added in CFL No.98-99-51 for the CSA Demonstration Project remains the same. *Please Note: code B40 was not previously listed in the SSTRI and has been added to the 9/99 SSTRI.*

III. Child Care

A. TWO-PARENT FAMILIES (STATE ONLY) STAGE ONE –CHILD CARE

Effective July 1, 1999, TSC 0361 and Support Staff Code (SSC) A45 have been established to account for activities related to two-parent families who are simultaneously participating in an approved CalWORKs work activity or employed less than 55 hours per week. Two parent families as indicated above who participate 55 hours or more shall continue to account for these activities under the appropriate Stage of child care.

Allowable activities for TSC 0361 and SSC A45 include activities performed by CWDs related to initiating and securing child care slots for use by CalWORKs or Tribal Jobs participants within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; overpayment NOAs, and coordinating overpayment grant adjustments with a caseworker. With the implementation of AB 1542, counties will no longer be required to calculate child care payments and registration fees within the 75th percentile Regional Market Rate ceiling. Counties will be required to calculate up to a maximum payment rate for all actual CalWORKs child care, at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]).

IV. Support Staff Section

A. NCP DEMONSTRATION PROJECT

The following support staff TSC has been added effective with the June 1999 Quarter to capture support staff activities associated with the NCP Demonstration Project for those counties that have been selected by the California Department of Social Services to participate in this project. The SSTRI has been updated to include the new code.

B42 NCP Demonstration Project

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed by
George E. Peacher, Jr. on 6/18/99***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA