



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

July 26, 2018

ALL COUNTY INFORMATION NOTICE NO. I-46-18

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IN-HOME SUPPORTIVE SERVICES PROGRAM
MANAGERS

SUBJECT: CHANGES TO PAPER TIMESHEET RETENTION TIMEFRAME
FOR IN-HOME SUPPORTIVE SERVICES (IHSS) AND WAIVER
PERSONAL CARE SERVICES (WPCS)

This All County Information Notice (ACIN) provides information regarding changes to the retention timeframe of paper timesheets stored at the centralized Timesheet Processing Facility (TPF), and provide direction to counties for manually keyed timesheets entered into the Case Management, Information and Payrolling System (CMIPS).

BACKGROUND

With the implementation of CMIPS in 2013, the responsibility of processing and storing IHSS/WPCS timesheets transitioned from county operations to the CMIPS vendor. Currently the California Department of Social Services (CDSS) requires the CMIPS vendor to store successfully scanned and processed paper timesheets on an ongoing basis. The CDSS has requested that the CMIPS vendor begin to confidentially destroy the archived paper timesheets effective July 1, 2018, and no longer retain copies of processed paper timesheets.

PAPER TIMESHEET RETENTION

The CDSS has determined that the archived storage of the IHSS/WPCS paper timesheets is no longer required. Scanned images that capture the signatures and time entries are sufficient to be relied upon for future audit, research and inquiries. The CDSS is requesting that all paper timesheets currently stored at the TPF be

confidentially destroyed by the CMIPS vendor. As of July 1, 2018, the TPF will no longer store paper timesheets that have been successfully scanned and processed, including those that are in "Exception" status in CMIPS. This change does not affect the current processes for paper timesheets that cannot be scanned and any miscellaneous documents that are sent with timesheets.

MANUALLY ENTERED TIMESHEETS

All IHSS/WPCS timesheets manually entered into CMIPS must be sent to the CMIPS vendor at the TPF for scanning. The image will be available to view in CMIPS once the paper timesheet has been scanned by the TPF. The "View Image" link is not available for manually entered timesheets until the timesheet is sent to and scanned by the TPF. The TPF will confidentially destroy the successfully scanned, manually entered paper timesheet.

If you have any questions regarding the requirements set forth in this ACIN, you may direct them to the CDSS, Adult Programs Division, County Assistance line at (916) 551-1003.

Sincerely,

Original Document Signed By:

DEBBI THOMSON
Deputy Director
Adult Programs Division