

The State of California, is implementing a new computer database, for the In Home Supportive Services (IHSS) programs are to improve efficiencies and streamline functions such as time card processing. The new computer system is called: the Case Management Information and Payroll System II (CMIPS II).

Why does IHSS need a new computer system (CMIPS II)?

The current computer system called CMIPS Legacy and is the statewide system that tracks case information and processes payments for IHSS. It is over 25 years old and cannot keep up with legislative and regulatory changes, increasing caseloads and workloads, increasing case management needs, and advancing payroll requirements. CMIPS II will have comprehensive case management capabilities and enhanced payroll features.

Is CMIPS II going to change the IHSS program?

No, The IHSS program is not changing; all eligibility, program requirements and regulations will remain the same. Each County will continue to process new applications, conduct initial assessments and annual re-assessments, your social worker will not change because of CMIPS II. However, some processes will change such as time sheet processing, and documentation of assessments.

What will CMIPS II change?

Providers

- New Time Sheet forms will need to be used once Marin County IHSS transitions to CMIPS II which is on 5/1/13.
- The new time sheets are double sided
- The new timesheets record time in hours and minutes instead of decimals
- Signatures of both the provider and recipient are on the back of the timesheet form
- After 5/1/13, timesheets will no longer be mailed to Marin County IHSS and will need to be mailed to the processing center in Chico, CA
- Once timesheets are received in Chico, CA a computer will scan the timesheet and automatically enter the information for paychecks

If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request an alternate format by calling: (415) 473-7118 (Voice)/(415) 473-3232 (TTY) or by e-mail at:

vsmith@marincounty.org

- Black ink pen must be used on timesheets, no pencils, markers, or other colors of ink can be accepted by the computer scanner
- If the timesheet computer scanner cannot “read” the timesheet, the timesheet will be rejected and Marin County IHSS will be notified
- Providers may be contacted by Marin County IHSS staff or the Marin County Public Authority staff to correct the time sheets
- Learn more about the new timesheets by attending one of the Drop In trainings at; 10 N. San Pedro Rd room #1018, San Rafael, CA
 - 4/8 1-4:30pm
 - 4/15 1-4:30pm
 - 4/22 1-4:30pm
 - 4/29 1-4:30pm
- Watch the timesheet video created by the California Department of Social Services:
<http://tinyurl.com/new-ihss-timesheet>

Recipients

- Current recipients will notice that the Time Sheets are different
- Recipients will need to sign the timesheets on the back
- If a recipient moves to another county, the IHSS Inter-County Transfers will be streamlined

County IHSS Staff

- All IHSS case workers and staff will be able to access the system
- Data will be captured and stored electronically, reducing paper, paper file space, and staff time spent on filing,
- CMIPS II has more built in fraud prevention capabilities that facilitate compliance with state regulations