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ORANGE COUNTY SOCIAL SERVICES AGENCY ADULT SERVICES POLICY AND PROCEDURE MANUAL

Program: In-Home Supportive Services Number: SH 40.2.4

Subject: Inter-county Transfers Date: 07/01/060

Signature On File Replaces: SH 1.4.5

(04/01/00)

Approved:

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I. PURPOSE

To provide policy and instruction for implementing State regulations governing transfers of In-Home Supportive Services (IHSS) from one California County to another.

II. POLICY

- A. Orange County will comply with regulations addressing IHSS ICT implemented by the California Department of Social Services (CDSS) effective August 1, 1999.
- B. Orange County IHSS staff will make every effort to process ICTs as soon as administratively possible, but no later than the first day of the month following 30 calendar days after the receiving county is notified of the ICT.
- C. The goal of processing ICTs is to avoid duplication of IHSS services, and eliminate the need for reapplication when an IHSS recipient moves from one county to another within the State of California.

III. DEFINITIONS

- A. Transferring County is the county currently providing IHSS services.
- B. Receiving County is the county to which the recipient has moved.

VI. PROCEDURE A. Requirements for Notification by Transferring County 1. The transferring county is required to resolve any pending application, and/or any pending determination of disability prior to initiating an ICT. 2. The transferring county must notify the receiving county, by mail or FAX: Within 10 calendar days of the date of notification of the receipent's change of address, or. Address, or. - Upon ago of the recipient's application for IRIS services or, - Upon ago of the recipient's application for IRIS services or, - Upon ago of the date of determination of the recipient's disability. - Within 10 calendar days of the date of determination of the recipient's disability. - Within 10 calendar days of the date of determination of the recipient's disability. - The reciving county shall acknowledge to get of the CT by completing and returning the transferring ounty's notification form within 30 days of receipt of the form. - Requirements for the Transfer Period - Transfer Period. The interval of time that starts when the transferring county sends notification of the inter-county Transfer (ICT), along with appropriate documentation and case records, to the receiving county - and ends no later than the first day of the month following 30 calendar days after notification to the receiving county. county, Example: The transferring county sends notification of ICT along with appropriate documents to the receiving county on January 20": January 20": Is test art date of the transfer period. The receiving county, taking full advantage of the 30 calendar days allowed to respond to the ICT, returns the transferring county's notification form on February 19th. In the response, they state that they will accept responsibility for IHSS services effective The receiving county, taking full advantage of the su calendar caps allowed to response to the ICT, returns the transferring county's notification form on February 19th. In the response, they state that they will accept responsibility for IHSS services effective March 1st. March 1 Any information pertaining to overpayments and/or fraud investigations, if applicable. E. Procedures for Transfers Out I. When an Orange County Social Worker receives information that an Orange County IHSS recipient or applicant has moved to another County in the State Octalifornia he or she will taxe the following actions: a. Complete the intercounty Transfer Form (WT 11). Mail or FAX original and 1 copy, along with copies of required documents, to the county where the recipient is now residing. The one copy in IHSS Service File. Original and 1 copy, along with copies of required documents, to the county where the recipient is now residing. File one copy in IHSS Service File. C. Following receipt of the CT form confirming that the receiving county will begin IHSS services/payment, terminate IHSS payment in Orange County, effective the day before the effective date of services in the receiving county, as specified by the receiving county in the returned ICT form. Use CMIPS Notice of Action (NOA) code 558 to generate appropriate ICT message. 2. It is the Orange County Social Worker's responsibility to continue the receiving I. ICT's to Orange County from another California County are received and initially processed by staff in the IHSS Application Unit (Al). All Staff perform the following actions: A. M Social Worker: Enter CT information into the All Database. actions: a. AU Social Worker: Enter ICT information into the AU Database. b. AU Office Technician: Print IHSS Referal form from the AU Database. b. AU Office Technician: Print IHSS Referal form from the AU Database and forward It, along with the ICT notification form and documentation received from the transferring county, to the AU Supervisor. c. AU Supervisor: Forward all ICT materials described above to the appropriate IHSS outfal or region for assignment to an IHSS Social Worker. 2. The assigned IHSS Social Worker performs the following actions: a. Contact Social Worker is transferring county to advise that transfer has been received. Give transferring county Social Worker his/her name and phone number. b. Contact recipient to schedule home call for face-to-face assessment. c. Complete assessment. c. Complete assessment. c. Complete assessment. d. Notify the transferring county if there are substantive changes in authorized hours, prior to completion of the transfer period. in the recipient's living arrangements or other eligibility factors that require a change in authorized hours, prior to completion of the transfer period. verbally advise the recipient that the new hours will be effective the date services are established in Orange County. verbally advise the recipient that he or she will receive the hours they had in the transferring county throughout the transfer period, and for the first month of eligibility inOrange County. Further advise the recipient that the decrease in authorized hours will be effective the second month of eligibility in OrangeCounty. Update the SOC 293 and issue a timely Notice of Action (NOA) to reduce hours. g. Complete response section in the ICT form received from the transferring county and returns it within 30 days. h. Process case opening in accordance with application process in SH 40.2.1 (Application Process and Case Opening). Use CMIPS NOA Code 586 to generate appropriate ICT message to recipient.

V. REFERENCES

California Department of Social Services (CDSS) Manual of Policies and Procedures, Sections 30-701 (I), 30-759.9 et seg., and 760.1

VII. LINKS

Intercounty Transfer Form (WT 11)
ICT Contact List (Screen shot - Not a Link)