PURPOSE | POLICY | PROCEDURE

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ORANGE COUNTY SOCIAL SERVICES AGENCY ADULT SERVICES POLICY AND PROCEDURE MANUAL

Program: Adult Services Division Number: SH 40.6.1

Subject: Case Filing and Documentation Date: 01/01/2009

Approved: Signature On File Replaces: SH 6.2

Reformatted: MM-DD-YY

I. PURPOSE

The purpose of this procedure is to provide guidelines and instructions for the filing of In- Home Supportive Services (IHSS) documents that are a basis for establishing eligibility, assessment needs and payroll.

II. POLICY

Filing of documents required to support determinations shall be kept up-to-date and in the order described in this procedure.

III. PROCEDURE

At the time a new IHSC case is opened, the district Office Technician (OT) will prepare the Service Case Folder, which has the client's name and his/her IHSC case number. Within the Service Case Folder the following accos are placed for separation of documents in the case record: CASE ACTIVITY, MEDI-CAL, ELICIBILITY, COMPUTER and MISCELLANEOUS. The assigned Social Worker shall have primary responsibility for maintaining the Service Case Folder. Additional accos maybe prepared as needed for the Service Case Folder. Additional accos maybe prepared as needed for the FORMING ADDIT PROTECTIVE SERVICES, FRAUID/OVERPAY/IEMT, and the PARAMEDICAL, ADULT PROTECTIVE SERVICES, FRAUID/OVERPAY/IEMT, and the Compared of the PARAMEDICAL ADULT PROTECTIVE SERVICES, FRAUID/OVERPAY/IEMT, the OT will prepare the FINANCIAL ACCCO for holding documents related to payroll. The OT will prepare the FINANCIAL ACCCO for holding documents related to payroll. The OT will prepare the FINANCIAL ACCCO for holding and the primary responsibility for maintaining the FINANCIAL ACCO. Following is the acco sequence and filing order in an IHSC case folder:

A. CASE ACTIVITY ACCC. (F063-101)

Placed as the top acco and contains the following forms filed in chronological order starting from the bottom:

J. HISS Second acco under the Case Activity Acco and contains the following forms filed in chronological order starting from the bottom:

J. HISS Sessement Worksheets, filed on the very top of this acco and followed by:

2. HISS Pre Home Visit Information Sheet

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1. HSS Assessment Worksheets, filed on the very top of this acco and followed by the control of the control of

ICT package
IHSS Waiver of 10-Day Notice Requirement (if applicable)

 Medi-Cal Cases:
 Medi-Cal Cases:
 Auxiliary Prints
 Award letters/ Benefits Verifications/Disability Verifications
 Award letters/ Benefits Verifications/Disability Verifications
 Application for Medi-Cal, MC210
 HISS/Medi-Cal Coordination Memo, PO83-23-54
 Statement of Reporting Responsibilities, PO63-23-17
 Authorized Representative, PO912-23-16, Ungdates and brings forward with each reassessment
 Benefit Responsibilities, PO63-23-109
 HISS Case Documents Checklis, PO63-23-109
 HISS Notice of Action 350 (for Medi-Cal cases)
 HISS Notice of Action
 COMPUTER ACCO (PO63-925)
 Placed as the fifth acco under the Eligibility Acco and contains computer generated HISS Assessment turnaround documents (TADs)/SOC 293, filed in chronological order. order.
F. MISCELLANEOUS ACCO (FO63-71)

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PIAMISCELLANEOUS ACCO (F063-71)
Fig. Miscellane Service (Formation Service)
Correspondence, and documents filed in chronological order that should be retained for a limited time or permanently depending on the importance of its

retained for a limited time or permanently depending on the importance of its content.

G. ADMINISTRATUE ACCO
Placed as the seventh acco under Miscellaneous Acco and contains forms and documents prepared by Appeals staff.

H. ADULT RROTECTIVE SERVICES (AFS) ACCO (Confidential)
Placed as the eighth acco under Administrative Acco and contains forms and narratives filed in chronological order that deal with reporting of elder and dependent abuse for IHSS/AFS services. Remove this acco when case is sent out of Adult Services.

I. FRAUD ACCO
Placed as the nirth acco under APS Acco and contains forms filed in Bernith acco under APS Acco and contains forms filed in Confidential IHSS Complaint Form, MCG09

2. Fraud related documents such as witnesses' affidavits, Complaint Acknowledgment status.

I. RINANCIAL ACCO

2. Fraud related documents such as witnesses' affidavits, Complaint Acknowledgment status

J. FINANCIAL ACCO
Placed as the last acco in the Service folder and contains the following forms filed in chronological order:

J. HISS Provider eligis, Frods 22.14

J. HISS Provider eligis, Frods 22.14

J. HISS Provider eligis, Frods 22.14

J. Copies of Provider's ID and Social Security card

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J. HISS Overpayment worksheet

J. HISS Overpayment works