



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

September 22, 2011

TO: COUNTY WELFARE DIRECTORS

SUBJECT: **PROPOSED FISCAL YEAR 2011/12 FUNDING FOR FRAUD INVESTIGATIONS AND PROGRAM INTEGRITY EFFORTS RELATED TO THE IN-HOME SUPPORTIVE SERVICES PROGRAM**

Dear Director:

Enclosed please find a fact sheet and enclosures from the California Department of Social Services (CDSS) pertaining to the proposed fiscal year (FY) 2011/12 IHSS County Fraud Plan funding. Please be advised that FY 2011/12 funding is contingent upon the state realizing higher revenues, which will be evaluated on December 15, 2011. If the fiscal conditions are met, the funding will be implemented beginning January 2012, at which time CDSS can allocate the funding to participating counties who have submitted Board of Supervisor approved plans.

Please contact Ms. Andrea Kauppila at (916) 651-2769 or Andrea.Kauppila@dss.ca.gov should you have any questions or need assistance.

Sincerely,

EILEEN CARROLL
Deputy Director
Adult Programs Division

Enclosures

c: CWDA
County Board of Supervisors
County District Attorneys

BOARD OF SUPERVISORS
2011 SEP 26 A 9:01



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street, MS 8-17-12, Sacramento, CA 95814



EDMUND G. BROWN JR.
GOVERNOR

September 22, 2011

TO: COUNTY WELFARE DIRECTORS

FROM: ADULT PROGRAMS DIVISION, CDSS

SUBJECT: **PROPOSED FISCAL YEAR 2011/12 FUNDING FOR FRAUD INVESTIGATIONS AND PROGRAM INTEGRITY EFFORTS RELATED TO THE IN-HOME SUPPORTIVE SERVICES PROGRAM- FACT SHEET AND ENCLOSURES**

At the request of counties, this fact sheet provides clarification regarding funding for In-Home Supportive Services (IHSS) fraud investigation and program integrity efforts from July 1, 2011 through June 30, 2012.

Funding Contingencies

Funding is contingent upon the state realizing projected revenues. The revenue evaluation will occur December 15, 2011.

If Revenue Conditions Are Not Met

If it is determined that the conditions have not been met, counties will be responsible for any expenses incurred for IHSS fraud prevention and program integrity efforts since July 1, 2011.

If Revenue Conditions Are Met

If it is determined that the conditions have been met, the funding will be implemented beginning January 2012, at which time the California Department of Social Services (CDSS) can allocate the funding to participating counties. Once the allocations are released, participating counties are permitted to claim expenses retroactive to July 1, 2011.

The Potential Amount of Funding

With matching county and federal funds, the proposed total available statewide is approximately \$28 million.

County Welfare Directors
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County Plan Requirements

As a result of the unique circumstances surrounding the FY 2011/12 funding, the submission process will occur in two parts – an Approved Budget Proposal and Full Plan:

Approved Budget Proposal – Due October 28, 2011:

Counties must submit an approved budget proposal and intent to participate by October 28, 2011. Enclosure B provides the cover letter counties must use to demonstrate approval for participation. This initial package should be sent to:

Andrea Kauppila, Program Analyst
Quality Assurance Research Unit
Quality Assurance Bureau
744 P Street, MS 9-7-95
Sacramento, CA 95814

You may also send by e-mail to: andrea.kauppila@dss.ca.gov or fax to (916) 653-2220.

Full Plan – Due January 15, 2012 (if revenue conditions are met):

Included are the documents necessary for submitting a full county plan:

- Proposed County Funding Allocation Guidelines
- County Response Cover Page
- List of Required County Plan Components
- Fraud Data Collection Tool
- Sample Budget Template

The complete county plans must address the requirements outlined in Enclosure C and include a Budget Justification -- Enclosure E. The county must address how it intends to utilize the funding to enhance the integrity of the IHSS program through the collaborative efforts of the County Welfare Director (CWD) and the District Attorney (DA). The county's plan and budget must be coordinated and developed in conjunction with the CWD and the DA and approved by the County Board of Supervisors prior to submission.

County Welfare Directors
Page Three

In FY 2010/11, 46 counties submitted and received funding for their IHSS program integrity and fraud prevention plans. The actual funds available in FY 2011/12 will be based on the number of counties seeking participation.

Enclosures

c: CWDA
Board of Supervisors
District Attorneys

Enclosure A

IHSS Anti-Fraud DA/Activities 2011-12 Proposed Allocation				
COUNTIES	Federal Funds	State Share	County Share	Total
	\$14,070,000	\$10,000,000	\$4,286,000	\$28,356,000
ALAMEDA	\$659,869	\$468,990	\$201,009	\$1,329,868
ALPINE	\$4,896	\$3,480	\$1,492	\$9,868
AMADOR	\$10,890	\$7,740	\$3,317	\$21,947
BUTTE	\$108,283	\$76,960	\$32,985	\$218,228
CALAVERAS	\$15,167	\$10,780	\$4,620	\$30,567
COLUSA	\$13,563	\$9,640	\$4,132	\$27,335
CONTRA COSTA	\$326,649	\$232,160	\$99,504	\$658,313
DEL NORTE	\$9,765	\$6,940	\$2,974	\$19,679
EL DORADO	\$29,364	\$20,870	\$8,945	\$59,179
FRESNO	\$399,855	\$284,190	\$121,804	\$805,849
GLENN	\$21,189	\$15,060	\$6,455	\$42,704
HUMBOLDT	\$72,418	\$51,470	\$22,060	\$145,948
IMPERIAL	\$105,089	\$74,690	\$32,012	\$211,791
INYO	\$11,186	\$7,950	\$3,407	\$22,543
KERN	\$117,752	\$83,690	\$35,870	\$237,312
KINGS	\$39,494	\$28,070	\$12,031	\$79,595
LAKE	\$39,888	\$28,350	\$12,151	\$80,389
LASSEN	\$12,930	\$9,190	\$3,939	\$26,059
LOS ANGELES	\$5,152,633	\$3,662,140	\$1,569,591	\$10,384,364
MADERA	\$39,269	\$27,910	\$11,962	\$79,141
MARIN	\$98,124	\$69,740	\$29,891	\$197,755
MARIPOSA	\$19,853	\$14,110	\$6,048	\$40,011
MENDOCINO	\$92,341	\$65,630	\$28,129	\$186,100
MERCED	\$83,323	\$59,220	\$25,382	\$167,925
MODOC	\$8,597	\$6,110	\$2,619	\$17,326
MONO	\$7,921	\$5,630	\$2,413	\$15,964
MONTEREY	\$136,606	\$97,090	\$41,613	\$275,309
NAPA	\$39,283	\$27,920	\$11,967	\$79,170
NEVADA	\$36,554	\$25,980	\$11,135	\$73,669
ORANGE	\$486,920	\$346,070	\$148,326	\$981,316
PLACER	\$59,882	\$42,560	\$18,241	\$120,683
PLUMAS	\$14,323	\$10,180	\$4,363	\$28,866
RIVERSIDE	\$471,922	\$335,410	\$143,757	\$951,089
SACRAMENTO	\$882,119	\$626,950	\$268,711	\$1,777,780
SAN BENITO	\$16,715	\$11,880	\$5,092	\$33,687
SAN BERNARDINO	\$611,623	\$434,700	\$186,312	\$1,232,635
SAN DIEGO	\$743,459	\$528,400	\$226,472	\$1,498,331
SAN FRANCISCO	\$774,849	\$550,710	\$236,034	\$1,561,593
SAN JOAQUIN	\$219,394	\$155,930	\$66,832	\$442,156
SAN LUIS OBISPO	\$91,793	\$65,240	\$27,962	\$184,995
SAN MATEO	\$155,094	\$110,230	\$47,245	\$312,569
SANTA BARBARA	\$93,917	\$66,750	\$28,609	\$189,276
SANTA CLARA	\$572,157	\$406,650	\$174,290	\$1,153,097
SANTA CRUZ	\$123,689	\$87,910	\$37,678	\$249,277
SHASTA	\$79,284	\$56,350	\$24,152	\$159,786
SIERRA	\$5,614	\$3,990	\$1,710	\$11,314
SISKIYOU	\$18,910	\$13,440	\$5,760	\$38,110
SOLANO	\$151,689	\$107,810	\$46,207	\$305,706
SONOMA	\$186,216	\$132,350	\$56,725	\$375,291
STANSLAUS	\$203,818	\$144,860	\$62,087	\$410,765
SUTTER	\$17,489	\$12,430	\$5,327	\$35,246
TEHAMA	\$34,021	\$24,180	\$10,364	\$68,565
TRINITY	\$11,566	\$8,220	\$3,523	\$23,309
TULARE	\$83,182	\$59,120	\$25,339	\$167,641
TUOLUMNE	\$25,692	\$18,260	\$7,826	\$51,778
VENTURA	\$132,258	\$94,000	\$40,288	\$266,546
YOLO	\$54,943	\$39,050	\$16,737	\$110,730
YUBA	\$34,711	\$24,670	\$10,574	\$69,955

*Proposed funding is tentative, pending budget approval and enactment of trigger.

Enclosure B

COUNTY RESPONSE COVER PAGE

MUST BE FULLY COMPLETED AND SUBMITTED BY OCTOBER 28, 2011

_____ County is requesting participation in the IHSS Fraud Prevention Program. Once the revenue trigger has been met, the completed county plan and data as described above will be submitted by January 15, 2012.

Board of Supervisors Approval

Approved on: _____, 2011, by the County Board of Supervisors

Name of Approver: _____ Title: _____

Signature: _____

Board of Supervisors

Name of Representative: _____ Title: _____

Telephone No.: _____

Email Address: _____

County Welfare Department (Designated contact for all plan inquiries)

Name of Representative: _____ Title: _____

Telephone No.: _____

Email Address: _____

County District Attorney Office

Name of Representative: _____ Title: _____

Telephone No: _____

Email Address: _____

Enclosure C

LIST OF REQUIRED COUNTY PLAN COMPONENTS

County's Current and Proposed Anti-Fraud Activities

The plan must briefly describe the county's current fraud detection/prevention activities as well as proposals for future fraud detection/prevention activities, including possible error rate studies. Include elements such as, but not limited to:

- The county agencies involved in fraud complaint collection, referral and investigation activities.
- The process for referring and investigating potential IHSS fraud.

Please note that fraud funding cannot be used for prosecution activities.

Collaboration and Partnerships with District Attorney's Office (DAO)

The plan should address how the county will collaborate and partner with the DAO and how collaboration will improve IHSS fraud prevention/detection/referral/investigation activities in FY 2011/12. Any examples of past efforts that produced successful outcomes could be included in the description of this section.

Collaboration and Partnerships with the California Department of Health Care Services (CDHCS) and the California Department of Social Services (CDSS)

The plan should address how the county will collaborate with CDHCS and CDSS on such issues as referrals, joint investigations, prosecutions, etc. The plan should include how referrals to CDHCS will be handled and tracked.

County Proposed Budget for Utilization of Funds

The plan must include a budget that outlines use of funding by activity and agency.

- The proposed staffing, including titles and FTEs
- The proposed operating expenses/equipment within their budget
- Major equipment or other one-time purchases

Counties may use Enclosure A as a guideline for developing a budget; however, the amount of funding awarded may vary depending on the number of counties participating. Budgets must be developed using the budget template in Enclosure C.

Fraud Referrals/Outcomes

The plan should describe the county's process for referring and investigating potential IHSS fraud. The plan should describe the agency responsible and the method for collecting and reporting data contained in Enclosure D.

IHSS Overpayments

The plan must address how the county will identify overpayments and set forth a plan to improve overpayment recovery efforts and reduce the occurrence of overpayments.

Enclosure C
Page 2 of 2

Tracking/Reporting

Participating counties must commit to tracking and reporting outcomes of its efforts to CDSS. **Prosecution data must be tracked separately from other fraud activities because prosecutions are not eligible for federal financial participation.**

Participating counties will be required to submit data for FY 2011/12 as specified by CDSS.

Enclosure D

FRAUD DATA COLLECTION TOOL

The Fraud Data Collection Tool and corresponding instructions will be sent by CDSS under separate cover.

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Enclosure E

**(Sample) Budget Justification
County's Fraud Funding Plan for FY 2011/12**

Budget Section	Total
A. Personnel Costs (Includes employee benefits)	
B. Operating Expenses	
C. Equipment Expenses	
D. Travel/Per Diem and Training	
E. Subcontracts and Consultants	
F. Other Costs	
G. Indirect Expenses	
Total Expenses	

A. Personnel Costs (including employee benefits)	Total Budget
Title:	
Salary Calculation: FY Base Salary + Benefits	
Duties Description:	
Title:	
Salary Calculation:	
Duties Description:	
Total Personnel Costs:	
B. Operating Expenses	Total Budget
Title:	
Description:	
Title:	
Description:	
Total Operating Expenses:	

C. Equipment Expenses	Total Budget
Title:	
Description:	
Title:	
Description:	
Total Equipment Expenses:	
D. Travel/Per Diem and Training	Total Budget
Title:	
Description:	
Total Travel/Per Diem and Training:	
E. Subcontracts and Consultants	Total Budget
Title:	
Description:	
Total Subcontracts and Consultants:	
F. Other Costs	Total Budget
Title:	
Description:	
Total Other Costs:	
G. Indirect Expenses	Total Budget
Title:	
Description:	
Total Other Costs:	