

General Relief (GR) Program Guide (PG) Letter #62

October 7, 2010

Subject **CHANGES TO GR ALCOHOL AND DRUG SERVICES (GRADS) PART II, AND FOOD STAMPS EMPLOYMENT AND TRAINING (FSET) REDESIGN**

Effective Date July 1, 2010

References • [GRPG Special Notice \(SN\) 10-02](#)
• [GRPG Letter #61](#)

Purpose The purpose of this Letter is to:

- provide updated information on treatment options in the GRADS program; and
- incorporate the changes from [GRPG SN 10-02](#) regarding the FSET redesign into the GRPG.

Background GRADS is a mandatory substance abuse recovery program for GR applicants and recipients. Workers evaluate all GR applicants and recipients for “reasonable suspicion” of substance abuse and refer those that meet the requirement to GRADS. [GRPG Letter #61](#) introduced the new providers of GRADS services.

[GRPG SN 10-02](#) introduced the redesign of the FSET program.

Changes With the new contracts for Alcohol and Drug Services (ADS), the procedures and treatment options have been revised.

This letter incorporates the material from [GRPG SN 10-02](#) for the FSET redesign into the GRPG.

GRADS Orientation The first step in GRADS is now Orientation. At the Orientation, the Regional Recovery Center (RRC) staff will explain the program and their expectations. Individuals referred to GRADS due to reasonable suspicion of alcohol/drug dependency must complete the orientation and enroll in the program so that the assessment can be completed and a treatment plan, if needed, can be developed.

Waitlist

Because GRADS referrals are not going to be treated differently from other ADS referrals (for example, Probation, Child Welfare Services, etc.), it is possible that a treatment slot may not be immediately available. If a treatment slot is not available, then the individual will be placed on a waitlist. The individual must comply with all waitlist activities to remain on the waitlist. When an individual is referred to GRADS, they must be informed that they may be placed on a waitlist and that they must comply with waitlist activities to remain eligible for GR. If an individual does not comply with waitlist activities, they will be dropped from the waitlist. The worker referring the individual to GRADS must take the actions in the table below.

Step	Action
1	Provide the applicant/recipient with a supply of form 11-114 HHSA, GRADS Waitlist Attendance Log, to take with them to waitlist activities.
2	Applicant/recipient must request that the RRC Representative sign the form to document that they attended.
3	The 11-114 HHSA must be returned to the worker by the 5 th of the following month with the CW 7.

Alcohol/Drug Treatment in GRADS

Once an individual is assigned to a treatment slot, they will be assessed as to the treatment program needed. There are two types of treatment programs:

- Outpatient Drug Free (ODF), which is two to three times per week; or
- Day Care Habilitative (DCH), which is a minimum of three to four times per week.

Drug testing is two times per month or based on suspicion of use.

Payment for treatment is based on a sliding scale fee schedule. Due to the low-income level for GR recipients, they will not have to pay for services.

Individual in Treatment

Individuals who are already in treatment with the Serial Inebriate Program (SIP) or in a RRC other than where they would go based on their current zip code will stay in the current program instead of being referred to the RRC for their zip code.

Job Search

The GR Job Application Record, 11-7 HHSA, will continue to be used for the GR recipient to record their job applications each month. The 11-7 HHSA is due by the 5th of the month following the report month. GR workers will forward the 11-7 HHSA to the FSET Social Worker (SW) for verification.

GR Worker Responsibilities

GR workers must:

- inform participants of the FSET and GR program requirements as part of the GR Orientation;
 - refer GR Employable and GR/FS Employable recipients to the FSET SW for an assessment interview for the next scheduled day that the FSET SW is at the FRC. (The assessment interview will be no more than seven calendar days following the Intake interview or once the case is granted if the Intake was left pending.);
 - assign the Work Test for Modified Aid Payment Cycle (MAPC) applicants; and
 - assign the FSET/GR Work Project for the partial month hours when an applicant is approved late in the month and the next day that the FSET SW will be at the FRC is too late for timely assignment.
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FSET SW Responsibilities

The FSET SW must:

- interview participants referred from the GR Intake worker;
- have the participant complete the 22-07 HHSA, Employment History form;
- explain the Employable Program responsibilities and have the participant sign the 11-49 HHSA and 09-84 HHSA forms;
- provide the participant with the Job Search form, 11-7 HHSA;
- assess the participant's job skills and interests and assign them to an appropriate FSET/GR Work Project;
- notify the participant of the partial month work assignment on form 11-49A HHSA or 22-04 HHSA;
- notify the participant of ongoing assignments on the joint form 22-04 HHSA;
- evaluate Job Search contacts and counsel participants during Job Search;
- monitor Work Project attendance and compliance;
- maintain case records and report non-participation within five work days to the worker;
- report determination of Good Cause for non-compliance on form 11-67 HHSA;
- gather statistical data relating to Job Search and Work Project participation;

- develop worksites in public and private non-profit agencies;
 - monitor worksites for compliance with program regulations; and
 - continue to use manual Excel logs to track participation and report statistics.
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Non-Compliance

When the participant has failed to fulfill the FSET/GR Employable Program requirements by failing to attend the assessment interview or to complete the component assignments, the SW will make a good cause determination for the failure. Form 11-67 HHSA is used to document this determination.

Participants are required to notify the SW if they are unable to complete the interview or component assignments. The cause determination is based on this notification or other known circumstances, including information received from the worker. If no notification or information is received, a “No Good Cause” determination is appropriate.

After determining that the participant had “No Good Cause” for failing to complete the requirement, the SW will notify the worker.

The cause determination by the SW is the final determination; the worker has no responsibility in determining if the SW’s finding is correct. If the worker has pertinent information not previously communicated to the SW, the worker will notify the SW immediately so the discontinuance request can be re-evaluated. If no additional information is available, the worker will begin the discontinuance process. When the worker enters the discontinuance in CalWIN, it will generate an automated alert to the SW showing that the case has been closed or the disqualified person has been discontinued.

Forms Impact

The 11-38 HHSA Coversheet, 11-89 HHSA, 11-89 GIN HHSA, 11-90 HHSA, and 11-114 HHSA have been updated and have been loaded in Xerox Print Center and are available to be ordered. SR254640 to update the 11-89 HHSA in CalWIN is still in progress. SR256712 has been opened to update the 11-89 GIN HHSA in CalWIN. For these forms, the shelf stock version must be used until the version in CalWIN has been updated.

Imaging Impact

SR257195 has been opened to add form 11-114 HHSA to DoReS. Until it has been added, workers will need to image the returned form using template 16-128, Miscellaneous Client Written Communication Documents.

Automation Impact

No impact.

ACCESS Impact

No impact.

Quality Assurance Impact

Effective with the November 2010 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

Summary of Changes

The table below shows the changes to the GRPG.

Section	Changes
90-100.3	<ul style="list-style-type: none">• Updated GRADS referral information.• Updated Employable Intake requirements.
90-100 Appendix D	Updated GR Orientation Script.
90-120.1	Updated description of GRADS program.
90-120.2	Updated exemption or when the individual is unable to attend the Orientation or Assessment due to a medical condition.
90-120.3	Updated Preapplication GRADS procedures.
90-120.4	Updated Intake GRADS procedures.
90-120.5	Updated Granted GRADS procedures.
90-120.6	Updated GRADS cooperation requirements.
90-120 Appendix B	Updated 11-89 GIN HHSA to show the revised GRADS requirements.
90-120 Appendix C	Updated 11-89 HHSA to show the updated requirements.
90-120 Appendix D	Updated and re-named 11-90 HHSA to show the updated requirements.
90-120 Appendix F	Added Intake/Orientation schedules.
90-700.2	Updated responsibilities for Intake worker, Granted worker, and Granted Bank Clerk.
90-700.3	References to Adult and Employment Services updated to FSET SW.
90-700.7	Updated Work Test responsibilities.
90-700.8	Updated reference to computation of Work Project hours and reference of Social Worker to FSET SW.
90-700.9	Updated responsibilities for scheduling Work Test and JT.

90-700.10	Updated responsibilities for FSET SW, GR workers, and Granted Bank Clerk.
90-700.12	Updated GR worker and FSET SW responsibilities.
90-700.13	Updated JS responsibilities for Granted Bank Clerk, GR worker, and FSET SW.
90-700.14	Updated responsibilities for JT/JS substitutions to FSET SW.
90-700.15	This section is obsolete as Job Clubs are no longer offered.
90-700.18	Updated requirements for Good Cause determination from worker to FSET SW.
90-700.19	Updated responsibilities for good cause determinations from worker to FSET SW.
90-700.21	<ul style="list-style-type: none"> • Updated FSET as responsible for Assessment Interview. • Removed tracking responsibility of Granted Bank Clerk.
90-700.23	Updated responsibility for ongoing Work Projects to FSET SW.
90-700 Appendix B	Updated worker to FSET SW.

**Manager
Approval**

ORIGINAL SIGNED BY:

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