

# Medi-Cal Program Guide Letter #601

October 13, 2006

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**Subject** Revised Procedures for Medi-Cal and In-Home Supportive Services (IHSS) Applications

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**Effective Date** Upon receipt

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**Reference** MPG Letter #580

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**Purpose** The purpose of this letter is to provide revised procedures for processing a Medi-Cal application and IHSS application.

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**Background** MPG Letter #580 introduced the revised IHSS procedures due to the implementation of the IHSS Plus Waiver. Due to these changes, Medi-Cal is no longer included as part of IHSS eligibility. The Medi-Cal and IHSS eligibility determinations are now completed separately. The Medi-Cal determination must be completed before the IHSS determination so that the IHSS Social Worker (SW) can determine the appropriate IHSS program.

Most Medi-Cal cases which have a companion IHSS case are housed centrally at the Southeast (SE) Family Resource Center (FRC). The exception is for those cases in which an IHSS individual is residing with other family members who have an active Medi-Cal case in another FRC.

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**Changes** SE FRC will continue to process the Medi-Cal application when an applicant applies for Medi-Cal and IHSS. SE FRC will then forward the case to the appropriate FRC until the IHSS SW completes their evaluation for IHSS services.

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**Required Action** The table below shows the revised steps in the application process when an applicant applies for Medi-Cal and IHSS.

Step	Action
1	SE FRC Medi-Cal Intake worker completes the intake and determines Medi-Cal eligibility.

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## Required Action (continued)

Step	Action						
2	SE FRC forwards the case to the appropriate FRC.						
3	IHSS SW completes the IHSS evaluation.						
4	IHSS SW notifies the SE IHSS Liaison Clerk of the result of the determination.						
<table border="1"> <thead> <tr> <th>If IHSS services are...</th> <th>Then the IHSS Liaison Clerk will...</th> </tr> </thead> <tbody> <tr> <td>Approved,</td> <td>Request the case to be forwarded to SE FRC.</td> </tr> <tr> <td>Denied,</td> <td>Send a copy of the notification to be filed in the Medi-Cal case.</td> </tr> </tbody> </table>		If IHSS services are...	Then the IHSS Liaison Clerk will...	Approved,	Request the case to be forwarded to SE FRC.	Denied,	Send a copy of the notification to be filed in the Medi-Cal case.
If IHSS services are...	Then the IHSS Liaison Clerk will...						
Approved,	Request the case to be forwarded to SE FRC.						
Denied,	Send a copy of the notification to be filed in the Medi-Cal case.						

**Automation Impact** No impact.

**Forms Impact** No impact.

**Quality Assurance Impact** Effective with the November 2006 sample month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this letter.

**Summary of Change** The table below shows the changes that were made to the MPG material.

Article	Change
Article 5, Section 21	Provided revised instructions for the processing of Medi-Cal and IHSS applications.

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**Filing  
Instructions**

The table below shows how to file the MPG material.

Action	Pages
Remove	Article 5-21-3 through Article 5-21-6
Replace	Article 5-21-3 through Article 5-21-6

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**Important  
Notice**

The MPG is available in its entirety on the County Intranet by accessing <http://hhsa.intranet/manuals/mpg/index.html>. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

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**Manager  
Approval**



Dan Crawford, Assistant Deputy Director  
Medi-Cal, General Relief, and CAPI Program Administration  
Strategic Planning & Operational Support Division

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