

## **Recipient Fingerprint Imaging Pilot Protocols**

CDSS and OSI-SFIS staff will conduct IHSS Social Worker training on Protocols for Recipient Fingerprint Imaging Pilot and use of imaging device. CDSS and OSI-SFIS staff will also attend home visits of initial pilot applicants with the IHSS social worker to ensure the social worker is comfortable with the process and using the imaging device.

### **Protocols:**

1. IHSS social workers will contact program applicants to ask if they would be willing to participate in Pilot of new Recipient Fingerprint Imaging and Photographing. The Social Worker will make it clear that the applicant's participation is voluntary and in no way will affect the applicant's eligibility for IHSS services. The Social Worker will track using the questionnaire form those applicants that decline to participate at this point.
2. At the assessment home visit the IHSS social worker will provide program applicants participating in the pilot with a pilot information sheet and participation request form. The social worker will also verbally explain that fingerprinting is a new requirement of the IHSS program and is intended to ensure IHSS services are being provided appropriately, protect the recipient's identity and against duplicate services being provided to the same person. In addition, the social worker will again make it clear that this is a pilot and that the applicant's participation is voluntary and will in no way impact their eligibility for IHSS services.
3. The social worker will take the applicant's fingerprint image and photograph during the initial portion of the home visit as a part of providing the overview of the IHSS program and applicant signing program application. One CDSS and one OSI-SFIS staff will attend this portion of the home visit to ensure the social worker is comfortable with the process and using the imaging device. CDSS and OSI-SFIS staff will leave after this portion of the home visit.
4. If at the home visit it is discovered that the applicant is unable to participate due to their disability (physical or mental) no image will be taken and this will be documented by the social worker. Documentation will be utilized in developing exemption criteria.
5. After each home visit when the applicant has participated in the pilot, the social worker will complete a short questionnaire regarding the fingerprint imaging and photographing of the applicant including tracking the time required for this portion of the home visit.
6. At the end of the county pilot period, CDSS and OSI-SFIS staff will meet with county staff who participated in the pilot to discuss outcomes.