Update 2005-9: Common Place Handbook
Statewide Fingerprint Imaging System (SFIS) and Fraud

Background
Due to the implementation of CalWIN in June of 2005, it is necessary to update the Common Place Handbook to reflect new terminologies and business processes. Completed chapters will be released on a flow basis.

Changes
This Update contains changes to:

• Chapter 2 - Statewide Fingerprint Imaging System (SFIS)
• Chapter 27 - Fraud

SFIS
The following changes are made to Chapter 2:

• The term “customer” is replaced by “client.”

• References to SFIS implementation procedures and conversion timelines are removed.

• References to CDS negative action and special characteristic codes are deleted.

• Filing instructions for physical case folders are replaced with Integrated Document Management (IDM) information.

Possible Fraud
If the EW determines that a Fraud Early Detection (FRED) referral is necessary after carefully reviewing the SFIS reports, the EW must initiate an online referral via the CalWIN Client Referral subsystem and record the result of the investigation on the [Collect Finger Print Imaging Detail] window [Early Fraud Detection Information] group box.
Fraud

The following changes are incorporated into Chapter 27:

**FRED Referral**

Effective 6/1/05, the intranet referral program “Electronic Fraud Early Detection” (eFRED) is eliminated. It has been replaced by the CalWIN Client Referral subsystem.

All referrals for fraud early detection (FRED) are now completed via CalWIN Client Referral subsystem.

The procedures on how to initiate a referral in CalWIN are provided on CalWIN Announcement 73.4, “Fraud Early Detection (FRED) Referrals to District Attorney.”

**Medi-Cal Early Fraud Detection/Prevention Referral**

The procedures for Medi-Cal early fraud referrals have not changed. The Department of Health Services (DHS) continues to handle Medi-Cal only referrals. Referrals must be either mailed or faxed to:

Department of Health Services
Investigations Section - North
P.O. Box 997413, MS 2201
Sacramento, CA 95899-7413
Main Number: (916) 650-6630

or

Fax: (916) 650-6663

Medi-Cal fraud reporting line can be reached at 1-800-822-6222.

**General Fraud**

The procedures for referrals of General Fraud and IEVS cases to the District Attorney’s office have not changed.

**Note:**

When adding a program to an existing case or restoring a case within two months of discontinuance, the continuing EW should initiate a FRED referral if fraud is suspected, using the CalWIN Client Referral subsystem.

**Implementation**

The changes in this Update are effective upon receipt.

**Documentation**

The EW must document that a fraud referral was initiated on the [Maintain Case Comments] window. References to the “Contact Action Summary” (SC 163) are removed.
If third-party contacts are necessary during the referral process, the EW may use the CalWIN form “Authorization for Release of Information” (CSF 13) or the shelf stock form “Release of Information” (SC 1029).

EW Supervisors must review this Update at their next unit meeting, but no later than December 9, 2005.

See “Forms” above.

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