



# Public Authority Newsletter

Quality Service = Quality Care

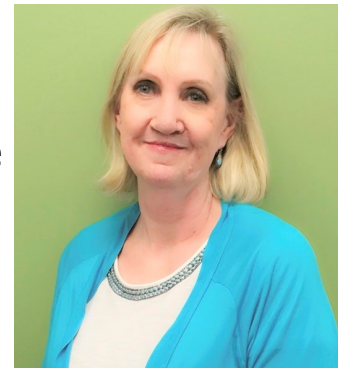
## Message from the Executive Director

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Hello IHSS Individual Providers and Consumers,

We've heard a lot about heroes the last few months: our brave members of the military, firefighters, emergency response teams and even emergency response dogs, have risked their lives to save others.



Among those heroes, I count caregivers. Caregivers, or individual providers as they're called in IHSS, provide a function that not everyone can: they selflessly serve people with needs, making their lives better. A huge thank you to all of you who have chosen to make the life of an IHSS consumer better!

I hope to meet you at the Caregiver Recognition Event on Nov. 28<sup>th</sup>!

Vickie Molzen

**Caregiver  
Recognition  
Event**

**November 28**

## Mensaje de la Directora Ejecutiva

¡Hola Proveedores y Clientes!

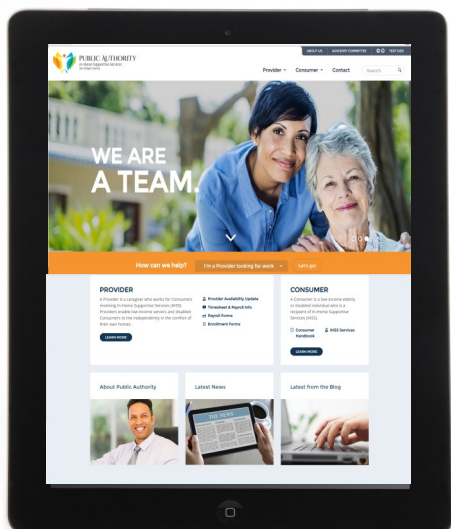
En los últimos meses hemos escuchado mucho sobre los héroes: éstos incluyen nuestros miembros valientes pertenecientes al ejército militar así como también a los equipos de rescate y hasta los perros socorristas quienes ponen en peligro sus propias vidas para salvar las de otros.

Entre estos héroes, acredito a los Cuidadores/Proveedores. Estos Cuidadores o Proveedores Individuales, como se les conoce en IHSS (por sus siglas en Ingles), llevan a cargo una función que no todos podemos realizar: sin ningún interés alguno, éstos ayudan a las personas con necesidades a mejorar la calidad de vidas de los mismos. Mis más sinceros agradecimientos a todos Ustedes que han decidido mejorar la calidad de vida de Clientes de IHSS.

Espero verlos en el Evento de Reconocimiento a Los Proveedores el cual está programado para el 28 de Noviembre.

Vickie Molzen  
*Vickie Molzen*

## Visit us online



VISIT

[www.sdihsspa.com](http://www.sdihsspa.com)



Caregivers San Diego -  
Public Authority Registry



Instagram - @CaregiversSD

**Join us for our ...**

# Caregiver Recognition Event

**Nov. 28**

**10 am - 3 pm**



**Free  
Event!**

**Balboa Park Club Ballroom,  
2144 Pan American Rd W, San Diego CA 92101**

Information Tables at Event:

- United Domestic Workers
- Office of Disaster Preparedness
- SDGE
- AIS
- Union of Pan Asian Community
- Southern Caregivers
- SDCCU
- Plus More

**Evento gratis de  
Reconocimiento para  
Cuidadores**

## Electronic Timesheets Now Available

Electronic timesheets, "E-Timesheets," are available online for IHSS Providers.

### Benefits of this service:

- Save on postage and mailing time
- Make fewer timesheet errors
- Access to timesheet status
- Access to payment history

### What do I need to sign up for E-Timesheets?

- Valid e-mail address
- Internet access
- Access to computer, tablet, or smartphone



To register for this service please visit: [www.etimesheets.ihss.ca.gov](http://www.etimesheets.ihss.ca.gov) or call the Electronic Timesheets Helpdesk Support: **866-376-7066, Option #4**

For more information and training videos visit:

<http://www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Timesheet-Information>

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## Timesheet Training Classes

Timesheet training classes are offered weekly for any provider or consumer that needs one-on-one assistance completing timesheets.

For more information on dates and times of the timesheet training classes, please visit our website [www.sdihsspa.com](http://www.sdihsspa.com) or call **866-351-7722**.

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## Direct Deposit

Direct deposit allows you access to your payment quicker than having it mailed to you. It is also safer and you don't run the risk of it being lost or stolen.

To enroll in direct deposit call **866-376-7066**.

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## Hojas de Tiempo Electrónicas Están Disponibles

Las hojas de tiempo electrónicas, "Hojas de Tiempo-E," están ahora disponibles para Proveedores de IHSS en el internet.

### Los Beneficios de este Servicio

- Se ahorra costo y tiempo en el envío
- Se minimizan los errores en sus hojas
- Acceso sobre el estatus de su hoja de tiempo
- Acceso sobre el historial de sus pagos

### ¿Qué necesito para registrarme y empezar a utilizar las Hojas de Tiempo-E?

- Un correo electrónico válido
- Acceso al Internet
- Acceso a una computadora, tableta, o teléfono celular

Para registrarse a este servicio, visita el sitio: [www.etimesheets.ihss.ca.gov](http://www.etimesheets.ihss.ca.gov) o habla al centro de apoyo para Hojas de Tiempo-E al: **(866) 376-7066, Opción #4**

Para mas información y videos de entrenamiento visita el sitio: <http://www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Timesheet-Information>

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## Entrenamiento para llenar hojas de tiempo

Clases en como llenar las hojas de tiempo son ofrecidas cada semana para los proveedores ó clientes que necesitan adicional asistencia individual.

Para mas información sobre los horarios de las clases favor de visitar nuestra página de web [www.sdihsspa.com](http://www.sdihsspa.com) o llama al **866-351-7722**.

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## Depósito Directo

El depósito directo le permite acceso a su pago más rápido a que se lo envíen por correo. Es más seguro y no corre el riesgo de que se le pierda o se lo roben.

Para suscribirse en depósito directo, llama al **866-376-7066**.

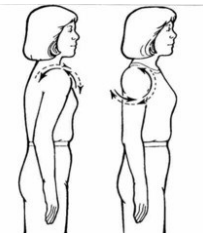
## Ways to Care for yourself while Caregiving

- **Relax:** Yoga, meditation and breathing exercises are some of the easiest ways to relieve stress.
- **Drink water:** Drinking water helps hydrate your muscles and helps to avoid pinched nerves!
- **Hold a family meeting:** Talk with family members to assign clear responsibilities and set expectations so everyone is on the same page.
- **Get plenty of rest:** Sleep allows muscles to recover and the discs in your spine to rehydrate.
- **Schedule regular breaks.** Taking breaks gives you a way to recharge, both emotionally and mentally. Grab coffee with a friend, see a movie, or take a walk.



- **Stretch Often:**

⇒ **Shoulder circles.** Gently roll both shoulders backwards 2 to 10 times to release stress in upper back, shoulders and neck.



⇒ **Knee to chest.** Lay on your back and bring one knee to your chest while keeping the other straight. Hold the position for 5 to 10 seconds, then switch legs. Repeat 5 to 10 times for each leg.



Online resources for caring for yourself:

<http://www.nextavenue.org/keep-caregiving-taking-toll-your-back/>

<https://healthandwellness.vanderbilt.edu/news/2017/01/top-10-health-tips-for-2017/>

<http://dailycaring.com/5-ways-caregivers-can-care-for-themselves-too/>

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## Personal Wellness Checklist



Use this personal wellness checklist to help ensure you are taking care of yourself:

- I know my biggest stress triggers.

Stress triggers:

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- I have someone to talk to or a place to write things down, when I am stressed.

My contact person(s) are:

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- I have a way to relax.

Relaxing activities:

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- I eat a variety of foods and get the nutrients I need. I have healthy food on hand.

Healthy foods I like:

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- I participate in some type of physical activity.

Physical activities and frequency:

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- I am getting adequate sleep. There have been no major changes in my sleep habits lately.

List amount of sleep/changes:

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- I am involved in social activities.

My social activities include:

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## Simple Ways to Care for the Earth

Helping the earth can seem totally overwhelming — not to mention expensive. But if you break things down a little, converting to an environmentally friendly household isn't actually as tough as you think.

- Turn off lights when you leave a room
- Unplug appliances or turn power strips off when they are not in use
- Wash clothes on the cold setting, and only wash when you have a full load
- Share your magazines — read them then pass them on
- Carry a reusable water bottle instead of buying bottled water
- Open up the windows and get some fresh air



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## Caregiver support groups on Facebook

To find online support on Facebook: Log in to Facebook. In the Facebook search bar type any of the following organizations.

Caregivers Connect

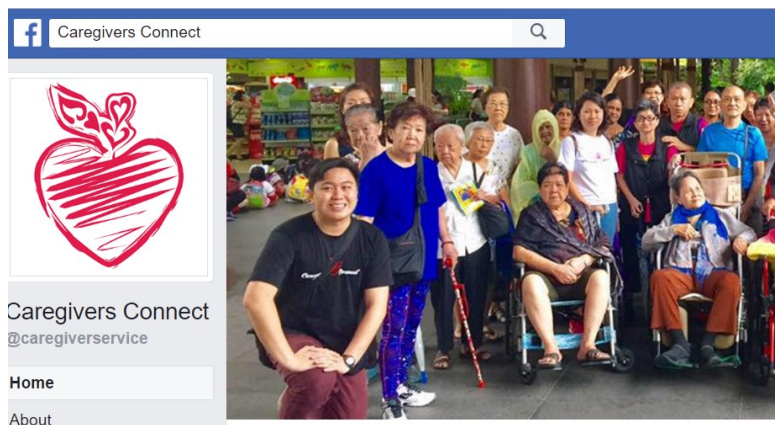
Caring for Elderly Parents

Alzheimer's and Dementia Caregivers Support

The Caregiver Space Community

Caregivers Assist Support Group

Caring for The Caregiver Support Group



## Social Wellness

Social wellness is just as important as physical wellness. It is about building nurturing and supportive relationships and fostering healthy connections with those around you. Here are some ways you can make sure you are staying well, socially and emotionally.



- Know your needs
- Reach out to other people
- Learn to build and stay in healthy relationships
- Don't feel the pressure to conform
- Learn to communicate effectively

Source: <http://wellnesschallenge.ucdavis.edu/social.html>

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## Eat Well, Live Well

The body requires these nutrients in relatively large amounts to grow, develop, repair and feel good!

**Fats** - Improve brain development, overall cell functioning, protecting the body's organs and even helping you absorb vitamins found in foods

- Examples of healthy fats: Almonds, walnuts, seeds (pumpkin, chia), olives, avocados

**Protein** - Essential for repairing and regenerating body tissues and cells, a healthy functioning immune system and manufacturing hormones

- Good sources of protein: Beans, nuts (unsalted), quinoa, avocado, beets, raw greens (kale, spinach)

**Carbohydrates** - The body's primarily energy source

- Carbohydrates to choose: Apples, bananas, cauliflower, carrots, oats, brown rice, millet, quinoa, chickpeas, kidney beans

*Macro-Friendly recipes:* <https://healthyeater.com/macro-friendly-healthy-meals>

## Public Authority Registry Facebook & Instagram



**Facebook:** Our Facebook page is used for recruitment of potential applicants to the Registry, mainly in the North County area.

You will also find resources, caregiving tips and other helpful information.

In order to access the page, log in to your personal Facebook page and type "Caregivers San Diego" in the Facebook "search bar".

**Instagram:** You can also visit our Registry Instagram account by typing in *CaregiversSD* in the Instagram search bar.



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## National Caregiver Training Program

This is a FREE 6-session course designed to help IHSS providers acquire caregiving skills needed to perform safe and confident home care. The course is held twice per week for 3 hours. It is open to all IHSS providers. Course instruction includes the following:

- Caring for someone on bed rest
- Personal care
- Infection control
- Fall prevention
- Plus many more helpful topics



Call the Registry at **866-351-7722** if you are interested in participating in this course.

## Facebook e Instagram del Registro de Public Authority



**Facebook:** Nuestra página de Facebook es utilizada para el reclutamiento de solicitantes al Departamento del Registro (especialmente en la zona Norte del Condado).

También tenemos a su disposición recursos, sugerencias para los Proveedores/Cuidadores, y más información de gran utilidad para Usted.

Para tener acceso a nuestra página web, entre a su página personal de Facebook y escriba "Caregivers San Diego" en el espacio de "búsqueda."

**Instagram:** Usted también puede visitar nuestra cuenta del Registro de Instagram escribiendo *CaregiversSD* en la parte de "búsqueda" de Instagram.



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## Programa Nacional de Entrenamiento para Proveedores

Este curso de 6 sesiones es completamente GRATUITO y tiene como propósito ayudar a todo los proveedor es de IHSS adquirir técnicas y habilidades para proveer un cuidado en el hogar con seguridad y confianza. Este curso se ofrecerá un día/semana y está abierto para todo los proveedor es de IHSS. Las clases incluyen lo siguiente:

- Cuidado de una persona en cama
- Cuidado personal
- Control de infección
- Prevención de caídas
- Y más temas

Llama al Registro al **866-351-7722** si le interesa participar en el curso.

## How to Budget Holiday Gift Spending

Shopping for gifts doesn't have to lead to financial stress. Learn how to budget your holiday gift spending, and make this the year that you finally come in on (or under) budget.



- 1) **List everyone you would like to give a gift to.** Be sure to include even small gifts you'd like to get people you know.
- 2) **Determine how much you can afford to spend.** Don't worry if it isn't very much! Gifts don't have to cost much or anything at all.
- 3) **Track your spending throughout the season.** As you purchase gifts, keep track of how much you are spending on each person. Then, re-calculate how much over or under budget you are with each one.
- 4) **Change your budget to cover any instances of overspending.** Don't panic if you overspend on a gift; just scale back your spending on another gift to make up for it.

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### ***Tips:***

- \* Don't be afraid to make changes to your budget – a good budget is always evolving
- \* Hang on to a copy of your gift budget after the holidays are over; it'll be helpful in planning next year's budget
- \* Save a few dollars every month throughout the year so you are ready



## Low Cost Holiday Gift Ideas

The holidays are a fun and exciting time of year, but they are also a time when you can end up spending more than you expected. With a little bit of planning, you can take advantage of some easy, low-cost ways to spread the holiday cheer this season. How about trying these **low-cost holiday gift ideas?**



- **Food.** Since everyone likes to eat, the gift of food is often a crowd pleaser. Fruits, candy gift box, snacks, holiday baked goods are winners with nearly everyone. Put together treats or drink mixes in a mason jar to wow everyone.

- **Make it yourself "themed" baskets:** Themed baskets are personal and thoughtful and don't have to be expensive. Many items can be purchased at a dollar store. Theme ideas: At home Movie Night, Tea Time, Spa Basket, Cozy Time Book Basket.



- **Family fun gifts:** Purchase a board game that looks fun, and wrap it up. Games bring family and friends together for a memorable experience while providing hours of fun.

- **Gifts of Service:** Make a coupon book that offers help with chores, free hugs, story telling, babysitting, walks, stargazing, doing the dishes, etc.
- \* Keep in mind that you don't have to bust your budget in order to show how much you care. Your attention would be the best gift to the people around you.

## Advisory Committee

The primary duty of the Public Authority Advisory Committee is to provide advice and recommendations to the County Board of Supervisors/Public Authority Governing Body, the IHSS program, and Public Authority.

The IHSS/PA Advisory Committee is limited to eleven (11) voting members. Six (6) current or past IHSS personal consumers, three (3) current or past IHSS providers, one (1) AIS Advisory Council member, and one (1) individual from the community with an interest in and involvement in the IHSS/PA programs.

The Advisory Committee currently has three (3) openings for consumers.

For membership information please contact:

[Maria.Molina-Melendez@sdcounty.ca.gov](mailto:Maria.Molina-Melendez@sdcounty.ca.gov)

For information about monthly meetings please contact:

[Diana.Montellano@sdcounty.ca.gov](mailto:Diana.Montellano@sdcounty.ca.gov) or visit our website [www.ihsspa.com](http://www.ihsspa.com)

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## Emergency Preparedness

A reminder to everyone about emergency preparation. We've seen some devastating events around our nation in the last few months. Here are some tips on being prepared:

- Have a plan, and a back up plan, for what to do in an emergency
- Have the supplies like canned food, water, medications, and food for your pets
- If you have a cell phone, keep it charged, or have a backup portable battery



### Emergency Preparation

Emergency Site

ReadySanDiego.org

Sign Up for Alerts

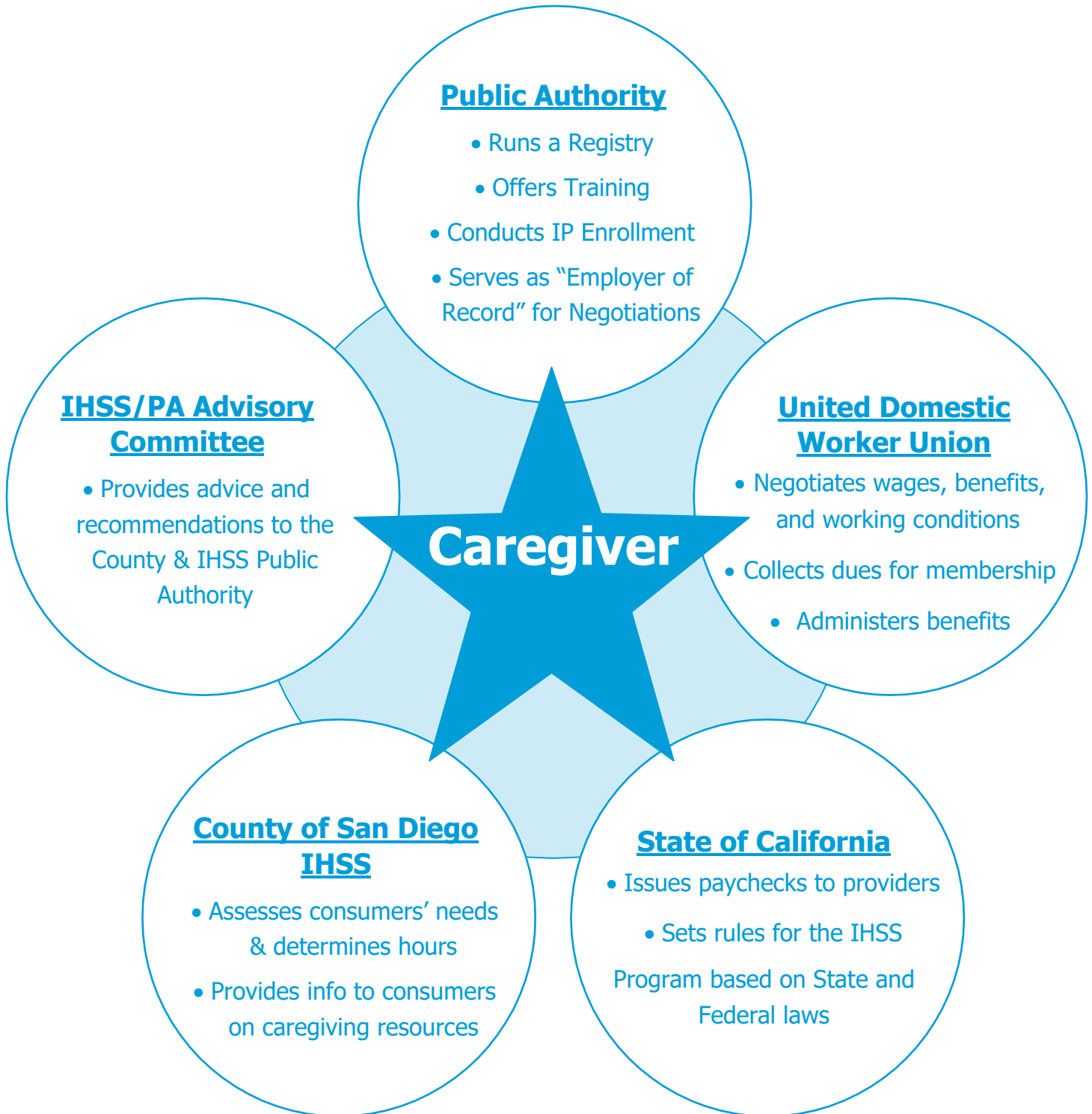
Download SD Emergency App

Family Disaster Plan

Look for the above box on [www.sdcounty.ca.gov](http://www.sdcounty.ca.gov) and click the links for more tips!

## Helpful Resources

The diagram below illustrates the relationship between the caregiver and the agencies assisting the caregiver and consumer:





## **PUBLIC AUTHORITY**

*In-Home Supportive Services*  
San Diego County  
401 Mile of Cars Way Ste. 200  
National City, 91950

Presorted Standard  
U.S. Postage  
PAID  
San Diego, CA  
Permit No. 571

## **Important phone numbers**

Public Authority Phone #	866-351-7722
IHSS/AIS Call Center	800-510-2020
United Domestic Workers	800-621-5016
Provider Health Benifits	800-883-0902
Employment Development Department	800-300-5616
Direct Deposit & E-timesheets	866-376-7066
State Disability	800-480-3287