



Quality Service = Quality Care

Public Authority Newsletter

Provider Appreciation Day



Friday, Nov. 22

10 am - 3 pm

Balboa Park Club Ballroom

2144 Pan American Rd W,
San Diego CA 92101

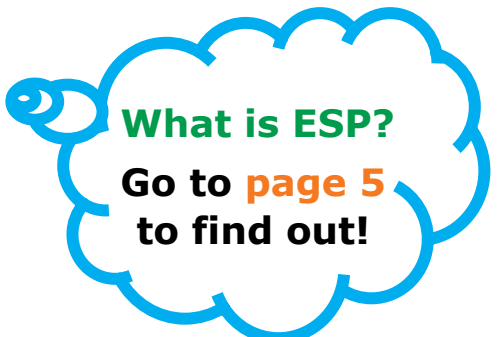
Free Giveaways for Providers! Stop by anytime!

Event Highlights:

- 10 am—3 pm: Visit Information Tables**
- 11 am—12 pm: Alzheimer’s Presentation**
- 12 pm—1 pm: FREE Lunch**
- 1 pm—2 pm: Caregiving Presentation**

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Mensaje de la Directora Ejecutiva

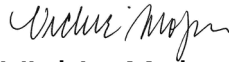
Saludos a los Proveedores Individuales de IHSS-

¡Nos da mucho gusto en compartir este boletín con usted para mantenerlo informado de lo que está sucediendo en Public Authority! Estamos emocionados por los próximos cambios que habrá con el proceso de sus hojas de tiempo. Las hojas de tiempo de papel pronto serán cosa del pasado: Proveedores tendrán que enviar sus hojas de tiempo en línea, y los clientes de IHSS las aprobarán en línea o por teléfono. Public Authority está trabajando junto con United Domestic Workers of America en correr la voz y asistir a los proveedores para inscribirse en el nuevo sistema de hojas de tiempo.

Para más información, comuníquese al **(866) 351-7722** o visite nuestro sitio web: www.sdihsspa.com.

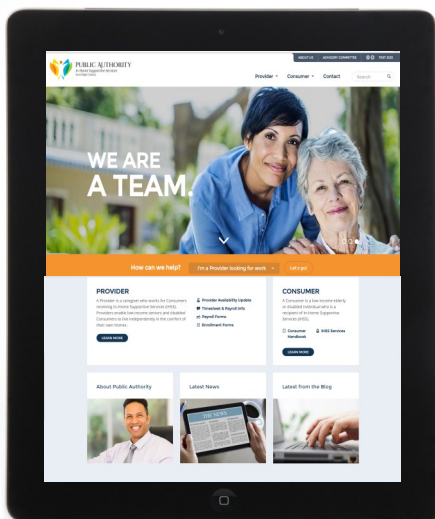
Como siempre, le agradecemos y apreciamos cada minuto que usted dedica en el cuidado de los clientes de IHSS. ¡Cada uno de ustedes hace una gran diferencia!

Sinceramente,



Vickie Molzen

Visit us online/Visite nuestra página web



VISIT

www.sdihsspa.com

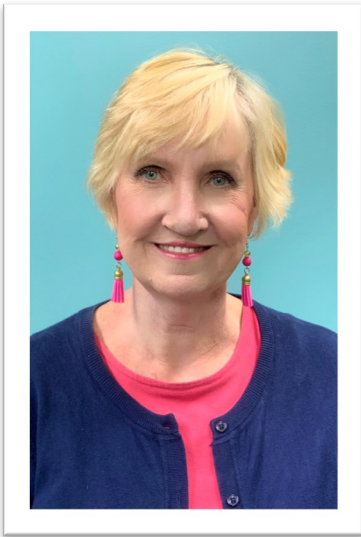


**Caregivers San Diego -
Public Authority Registry**



Instagram - @CaregiversSD

Message from the Executive Director




Hello IHSS Individual Providers-

We are happy to share this newsletter with you and keep you informed of what’s going on at the Public Authority (PA)! We are excited about the upcoming changes to the timesheet process. Paper timesheets will soon be a thing of the past: Providers will submit their timesheets online, and IHSS recipients will approve them online or by phone. The PA is working with United Domestic Workers of America, to get the word out and help providers get signed up for the new timesheet system.

For more information, call us at **(866) 351-7722** or visit our website: www.sdihsspa.com.

As always, we thank you and appreciate every minute you spend caring for IHSS recipients. You each truly make a difference!

Sincerely,

Vickie Molzen

Advisory Committee

The IHSS/PA Advisory Committee provides recommendations to the County Board of Supervisors/Public Authority Governing Body, IHSS Program and Public Authority.

The Advisory Committee is currently looking for additional members. If you are:

- A current or past IHSS recipient, or
- A past consumer of personal assistance services, or
- A provider of IHSS services



And would like to serve on the committee, send your name, address and phone number to: Maria Molina-Melendez at 858-505-6698 or e-mail Maria.Molina-Melendez@sdcounty.ca.gov.

Proveedores de IHSS: ¡Hágalo en Línea!

Portal de Servicios Electrónicos (ESP)

El Portal de Servicios Electrónicos (ESP) es un sistema en internet, que le permite:

- Inscribirse en el Sistema de Hoja de Tiempo Electrónica (ETS)
- Registrarse para depósito directo
- Reclamar horas de enfermedad
- Ver historial de pagos



Para registrarse, vaya a: <https://etimesheets.ihss.ca.gov/>

¿Que es el Sistema de Hoja de Tiempo Electrónica (ETS)?

¡La hoja de tiempo de papel pronto será cosa del pasado! El Sistema de Hoja de Tiempo Electrónica (ETS) es un sistema en línea que le permitirá enviar sus hojas de tiempo por internet. **En el otoño del 2020, ETS reemplazará las hojas de tiempo de papel en el Condado de San Diego.**

Estos son los beneficios de ETS:

- Fácil de usar
- Hojas de tiempo serán procesadas más rápido
- Elimina retrasos en el correo
- Ayuda en prevenir errores en sus



Tendrá acceso a ESP y ETS desde cualquier aparato electrónico que tenga internet (laptop, teléfono inteligente, computadora, y tableta).



Para preguntas: State of California **866-376-7066** o
Public Authority **866-351-7722**

IHSS Providers: Go Electronic!

Electronic Services Portal (ESP)

The Electronic Services Portal (ESP) is a system on the internet, which allows you to:

- Enroll in Electronic Timesheet System (ETS)
- Sign up for direct deposit
- Submit sick leave claim forms
- View payment history



To register, go to: <https://etimesheets.ihss.ca.gov/>



What is the Electronic Timesheet System (ETS)?

Paper timesheets will soon be a thing of the past! The Electronic Timesheet System (ETS) will allow you to submit your timesheets on the internet. **ETS will replace paper timesheets in the Fall of 2020 in San Diego County.**

Here are the benefits of ETS:

- Easy to use
- Faster processing of timesheets
- Cuts out mail time
- Helps prevent errors when submitting timesheets



Access ESP and ETS on any internet-ready device (laptop, smartphone, computer, and tablet).



For questions: State of California **866-376-7066** or
Public Authority **866-351-7722**

¡Oportunidades de Trabajo en Todo el Condado de San Diego!

¡Trabaja con más Clientes en tu Comunidad!



- No se requiere experiencia
- Horarios flexibles
- Trabaje tiempo completo o medio tiempo
- Cobertura médica/dental, para los que califican
- ¡Participación en el Registro es GRATIS!



¡Llame al 866-351-7722 para ingresarse a nuestro Registro!

Programa Nacional de Entrenamiento para Proveedores

Este curso de 6 sesiones es completamente **gratuito** y tiene como propósito ayudar a todos los proveedores de IHSS adquirir técnicas y habilidades para proveer un cuidado en el hogar con seguridad y confianza. Los cursos son de 3 horas en duración, dos veces por semana y están abiertos para todos los proveedores de IHSS.

Los temas incluyen:

- Cuidado de una persona en cama
- Cuidado personal
- Prevención de caídas
- Uso de silla de ruedas
- Administración de medicamentos
- ¡Y más temas!



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

Job Opportunities Throughout San Diego County!

Work with More Clients in Your Community!

- No experience needed
- Flexible schedules
- Work full-time or part-time
- Health/dental benefits, for those who qualify
- FREE to join!



 Call [866-351-7722](tel:866-351-7722) to join our Registry!




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:

- Caregiving for someone on bed rest
- Personal care
- Fall prevention
- Safe wheelchair use
- Medication management
- Plus more!

 Call the Registry at [866-351-7722](tel:866-351-7722) if you are interested in participating in this course.

Cientes: ¿Tiene un Nuevo Proveedor?

En caso afirmativo, su **Proveedor** debe hacer lo siguiente para inscribirse:

PASO
1

Hablar al Departamento de Inscripción y Entrenamiento de Proveedores para pedir su paquete al **866 351 7722** o www.sdihsspa.com (facilitar nombre y número de caso de Cliente).

PASO
2

Asista a una sesión de inscripción y traer lo siguiente:

- a. Formas **SOC 426 forma** y **426A forma** (esta forma debe de ser firmada por el Cliente)
- b. Identificación del Proveedor válida otorgada por el gobierno y Seguro Social, no copias o recibos serán aceptados. El nombre en la Identificación y Seguro Social del proveedor deber ser igual.

PASO
3

Tomarse huellas digitales y someterse a una investigación de antecedentes por California Departamento De Justicia (se puede completar en la sesión).

Una vez que se hayan completado todos los requisitos, se le enviará una carta por correo al proveedor.

Depósito Directo para los Proveedores


El depósito directo está disponible para los proveedores. Las siguientes son algunas de las razones para el uso de depósito directo:

- Su cheque es depositado directamente a su cuenta de cheques o ahorros
- Se evitará el tiempo de proceso por medio del correo
- No tendrá que preocuparse por la pérdida o robo de su cheque
- Puede inscribirse 30 días después de su primer pago

Existen tres maneras para inscribirse a depósito directo:

 Visite portal en etimesheets.ihss.ca.gov y seleccione la opción de **Depósito Directo** del menú.

 Visite cdss.ca.gov, llene el formulario **SOC 829**, y envíelo por correo a la dirección que aparece en el formulario.

 Habla al **866-376-7066**, opción #2, y solicite el formulario **SOC 829**.

Consumers: Do You Have a New Provider?

If yes, your **Provider** needs to do the following to enroll:

STEP 1	Call Provider Enrollment Department at 866-351-7722 to request an Enrollment Packet, or go to www.sdihsspa.com (have Consumer name and case number ready).
STEP 2	Attend an enrollment session and bring the following: <ol style="list-style-type: none"> a. Completed SOC 426 form and SOC 426A form (Consumer must sign this form). b. Provider's valid and actual government-issued photo ID & Social Security card, copies are not accepted. Provider's names on photo ID & Social Security card must match.
STEP 3	Submit fingerprints and undergo a criminal background check by the California Department of Justice (this can be completed at the session).




Once all of the requirements have been completed, the provider will be sent a letter in the mail.

Direct Deposit for Providers

Direct deposit is available to providers. Here are some reasons why you might want to use direct deposit:

- Your IHSS paycheck is deposited directly into your checking or savings account
- You will avoid U.S. Post Office processing time
- You won't worry about your paper paycheck being lost or stolen.
- You can enroll 30 days after your first paycheck

There are three ways to enroll in direct deposit:

-  Go to the Electronic Services Portal at etimesheets.ihss.ca.gov and select the **Direct Deposit** option from the menu.
-  Visit cdss.ca.gov, fill out form **SOC 829**, & mail to the address on the form.
-  Call **866-376-7066**, option #2, to request form **SOC 829**.

The Power of You

Total Well-Being

When we think of health, people often think of not being sick or having a health condition. Being healthy isn't just about your body. It's also about your total well-being. Try to focus on these areas to find your personal calm and healthy place.

- **Physical:** Stretching, exercising, eating well, and sleeping well
- **Emotional:** Managing stress levels, and fostering healthy relationships
- **Financial:** Setting financial goals, and managing your finances
- **Social:** Being with people you connect with, and where you feel a sense of belonging
- **Spiritual:** Having a sense of purpose and meaning in life



Realistic Resolutions

The New Year is on the horizon, and we're starting to hear about people's resolutions. What do you want to accomplish in the upcoming year? Whether it's to exercise more or to drink more water, make sure that it's realistic and easy to do. Keep these helpful suggestions in mind when creating your New Year's resolution:

- Be **specific** when setting a goal
- Set a **target date**
- **Visualize** your success
- Take **baby steps**
- **Track** your progress
- Remember your **"why"**
- **Celebrate** small wins



The Caregiver's Daily Affirmations

I care for others with patience, love and kindness.

I live with courage and grace.

I don't have to do it all.

I let go of the things I cannot change.

I accept myself and others without judgment.

I make progress every day whether I see it or not.

I care for myself with dignity, love and respect.

I am not alone.

I am capable.

If nothing else, I am getting stronger every day.

I am not afraid to ask for help.

I am appreciated.

I am loved.

Source: Caregiver's Survival Network

Caregiver Support

The Caregiver Coalition of San Diego works with other organizations to improve the quality of life for caregivers, their families and the community through training, advocacy efforts and collaboration. The Caregiver Coalition offers **free** educational conferences throughout San Diego County. These conferences include a resource fair and **free** respite care. **Free** educational webinars are also provided throughout the year.

Here are some topics covered at the conferences and webinars:

- Caregiving tips
- Dementia care
- Advance care planning
- Plus much more!

To learn more about the Caregiver Coalition

or to access caregiver resources, visit: www.caregivercoalitionsd.org.





PUBLIC AUTHORITY

*In-Home Supportive Services
San Diego County*

401 Mile of Cars Way, Ste. 200
National City, CA 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	800-339-4661
United Domestic Workers	800-621-5016
Provider Health Benefits	800-883-0902
Employment Development Department	800-300-5616
Direct Deposit & E-Timesheets	866-376-7066
State Disability	800-480-3287