



# The Gazette

Public Authority & IHSS

Newsletter - Fall 2017

## Electronic Timesheet Service (ETS) is HERE!

(This service is OPTIONAL; you do NOT have to change from paper timesheets)

### BENEFITS OF ENROLLING FOR ETS:

- Providers can submit timesheets online
- Recipients can approve timesheets online or by telephone (TTS)
- No more mail time for timesheet delivery or submission
- ETS checks timesheet before submitted to help avoid errors/violations
- Request supplemental timesheets online
- Providers may sign up to receive the ETS email service WITHOUT the recipient agreeing to sign up

### SIGNING UP FOR ETS:

- Go to <https://www.etimesheets.ihss.ca.gov> to register. Both the Recipient and the Provider need to sign up for ETS in order to stop receiving paper timesheets.

### NEED MORE INFO? Go to:

[www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Timesheet-Information](http://www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Timesheet-Information).

- Contact the ETS Help Desk Toll Free at **(866) 376-7066** during normal business hours 8am-6pm Monday through Friday, excluding major holidays for additional assistance.

### JOIN OUR EMAIL LIST!!

Receive important In Home Supportive Services and Public Authority news, updates, and information that impacts you. We never share your information and you'll be able to unsubscribe at any time. Call 530-889-7115 and sign up for email updates.



Make a difference in someone's life!  
Placer County IHSS Public Authority

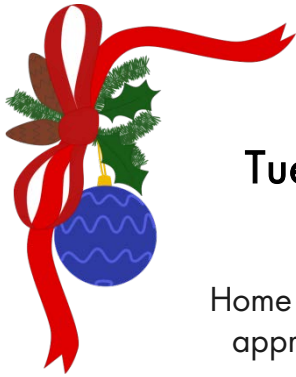
REGISTRY is

A large, multi-pointed blue starburst graphic with a white outline and a slight drop shadow, containing the text "Seeking Personal Caregivers".

**Seeking Personal Caregivers**

- Get paid for doing something you love
- Work flexible hours in your neighborhood
- Choose your clients in Placer County
- Perform personal care and/or domestic tasks
- Call 530-889-7115 or download an application at [placer.ca.gov/pa](http://placer.ca.gov/pa)

The Registry is run by the Placer County In-Home Supportive Services (IHSS) Public Authority and offers referral lists of screened providers to IHSS consumers who want to hire someone to provide personal care and/or household assistance. The Registry is designed to assist both the IHSS consumer and provider.



**Placer Provider Appreciation Dinner**  
**Tuesday, December 5, 2017 5:00 – 7:00 PM**  
**1550 Maidu Dr., Roseville, CA**

Home care providers work incredibly hard to care for others. Provider appreciation dinners are our way of saying thank you for all of the work you do.

To attend, please **RSVP by leaving a message at 888-228-0837**

Thank you for being part of the UDW family!

## **NEW Online Provider Enrollment Process**

Placer County is now using **REVA (Registration, Enrollment, Videos, Appointments)** for the Provider Enrollment process. This is great news for individuals interested in becoming an IHSS care provider in Placer County!

- You can begin the enrollment process when you want from the comfort of your own home by using your computer, tablet, iPad or smartphone.
- Instead of filling out paper forms, you fill out your information online.
- You watch the mandatory videos at home – at your convenience.
- You pick the appointment date and time that works best for you through the website.

Once you have watched all the videos, you can go back to a part of any video to review the information again. This is helpful when you are still learning how to complete your timesheets correctly, for example.

If you are already an IHSS Provider and want to review the information in the videos, you can! Register on the website and you will have access to the videos! You don't have to schedule an appointment once you have watched the videos.

To access the Placer County REVA website, start by going to [www.placer.ca.gov/IHSS](http://www.placer.ca.gov/IHSS). Scroll down to the box that says "Become an IHSS Provider for a Family Member or Friend" and click the link at the bottom of the box.

**Placer County IHSS Enrollment Questions? – Call us at (530)889-7115**

# ARE YOU MOVING SOON?



## JUST A REMINDER:

The Post Office **WILL NOT** forward government mail. In order to get your checks and timesheets, you will need to complete and submit a **Change of Address** form to: Placer County Public Authority - 11512 B Avenue – Auburn, CA 95603

Form can be found at [placer.ca.gov/pa](http://placer.ca.gov/pa)

or call 530-889-7115

## REASONS TO CALL PLACER COUNTY IHSS PAYROLL

- **NO TIMESHEETS** -You stopped receiving paper timesheets for any reason other than signing up for the online Electronic Timesheet Service.
- **VERIFICATION OF EMPLOYMENT** - either still employed or have discontinued working.
- **PAYMENT SUMMARY** - wages for a specific time period.
- **PAYSTUBS**
- **DUPLICATE W-2**
- **TELEPHONE TIMESHEET SYSTEM (TTS) SIGN UP** - requests for the online Electronic Timesheet Service when the Recipient does not have internet access or an email address.

## REASONS TO CALL PROVIDER HELP DESK @ 866-376-7066

- **DIRECT DEPOSIT**
- **LIENS/GARNISHMENTS**
- **TIMESHEET RECEIPT AND PROCESSING**

(You will need your Provider Number which is located on your timesheets and paystubs.)

# FEATURED PROVIDERS

**Christine Mundt** ~ "I have always taken pride in my working and personal relationships. Becoming a caregiver has afforded me the opportunity to not only support others in need, but also exceed their expectations. This has created heartfelt friendships with mutual respect and compassion with those I interact with on a daily basis. These new relationships enable me to achieve my goal to make a difference in the lives of others."

**Julie Sims** ~ "I believe anyone can be a caregiver; and many of us will be as our parents and the population ages. Being a good caregiver only requires simple things: compassion, kindness, understanding, positive attitude, great work ethics and a desire to treat others as you would want to be treated."

## IHSS PUBLIC AUTHORITY 101

### IHSS

**IHSS Enrollment Clerk:** Initiates recipient enrollment packets & health certificates.

**IHSS Caseworker:** Turns a case on/off and adjusts hours.

### PUBLIC AUTHORITY

**PA Enrollment:** Enrolls new providers that the recipient has hired on their own.

**PA Registry:** Maintains a homecare provider Registry that recipients can call to receive a list of providers. Enrolls registry providers when hired by recipient.

### IHSS PAYROLL

**IHSS Payroll:** Issues replacement time-sheets, W-2's, employment verification, and processes requests for replacement checks.

### CONTACT INFORMATION

**IHSS and PA Auburn**  
Phone: 530-886-3680  
Fax: 530-886-3690

**IHSS Roseville**  
Phone: 916-787-8800  
Fax: 916-787-8922

**Direct Deposit**  
866-376-7066

**IHSS Enrollment and APS**  
916-787-8860

**IHSS Payroll**  
Phone: 530-889-7135  
Fax: 530-886-3690

**Fraud Hot Line**  
916-784-6180

**Placer County IHSS and  
PA Call Center**  
\*530-889-7115\*



PLACER COUNTY  
 IHSS PUBLIC AUTHORITY  
 11512 B AVENUE  
 AUBURN, CA 95603  
 Placer.ca.gov/pa

<p><b>Public Authority (PA)</b></p> <p><b>Phone:</b> 530-886-3680  <b>Fax:</b> 530-886-3690  <b>Web:</b> <a href="http://placer.ca.gov/pa">placer.ca.gov/pa</a>  <b>Email:</b>  <a href="mailto:publicauthority@placer.ca.gov">publicauthority@placer.ca.gov</a></p> <p><b>Hours:</b>  Monday - Thursday  8:00 a.m. - 5:30 p.m.  Friday  8:00 a.m. - 5:00 p.m.</p> <p><b>Program Manager:</b>  Colby Hytoff</p> <p><b>Supervisors:</b>  Cheryl Wiker  Gina Olivares  Susan Hutchinson</p>	<p><b>Registry Specialists:</b>  Lynn Gullion: A-G  Angela Curtis: H-N  Patrice Meluskey: O-Z</p> <p><b>Enrollment Clerks:</b>  Linda Battistoni: A-L  Roseanne Atchison: M-Z</p> <p><b>PA &amp; IHSS Support:</b>  Betty Campbell  Brandy Hopkins  Christie Middleton  Christina Garcia  Evelyn Gonzalez  Lori Mitchell</p>	<p><b>IHSS Case Workers:</b></p> <p><b>Senior Case Worker:</b>  Janelle Avila</p> <p><b>Tahoe:</b>  Michael Tipoff</p> <p><b>Roseville:</b>  Amatari Oyatedor  Angela Novotny  Deborah Smith  Erin Boyd  Imelda Thompson  Johnny Ochsner  Julie Dane  Kayla Fulkerson  Shannon Laceby  Stephanie Kreigh  Victoria Salas</p> <p><b>Auburn:</b>  Jennifer Kleinbach-Deuschel  Kara Peaker  Paul Tjornhom</p>	<p><b>IHSS Advisory Committee:</b></p> <p><b>Chairperson:</b>  <b>William Reed</b>  Ann Sharpan  Danielle Loftis  Douglas Cummings  Eldon Luce  Michael Fletcher  Richard Gold  Tanya Joy</p> <p><b>IHSS/PA Call Center:</b>  Kristin Parks</p> <p><b>Payroll Call Center:</b>  Melissa Booth</p>
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