



# Caring Matters

County of Sacramento

August 2017

## Electronic Timesheets Now Available!

Time Entry: 11/01/2016

Hours: 08 Minutes: 30

Save Hours

Cancel Time Entry

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The California Department of Social Services is pleased to announce the availability of the Electronic Timesheets Website. Effective June 5, 2017, In-Home Supportive Services (IHSS) Recipients and Providers have an option to enroll, submit and approve timesheets online via [etimesheets.ihss.ca.gov](http://etimesheets.ihss.ca.gov). The Electronic Timesheet option is currently available in three counties: Sacramento, Yolo and Riverside. Other counties will be able to use the services later this year.

Some benefits of this service:

- You will no longer be required to mail your timesheet
- You will receive online error messages and violation warnings to assist in submitting correct timesheet
- You can check payment status and payroll history online

If you need assistance with enrollment, please call 1-866-376-7066, option #4. Please contact the IHSS Payroll office at 916-874-9805 if you have any other questions.

## Upcoming FREE Classes

IHSS Public Authority regularly holds classes on a variety of subjects related to caregiving! All classes are open to both Providers and Recipients, and are held on Thursday evenings as scheduled below. Classes begin at 5:30pm and end by 7:30pm. All classes are held at 3701 Branch Center Road, unless otherwise specified.

Take a look at some upcoming classes:

**August 10th: How to Prevent Caregiver Burnout through Self-Care.** Presented by Bereavement and Volunteer Programs staff with the UC Davis Hospice program. In this class, we will discuss the importance of self-care, how to set boundaries and maintaining balance in one's life.

**August 24th: Home Safety and Universal Precautions\*:** Presented by IHSS Public Authority staff, this class will discuss ways to stay safe on the job and how to maintain an injury-free environment for Providers and Recipients.

**September 7th: Maintaining Boundaries and Professionalism.** Presented by IHSS Public Authority staff, this class will discuss how to maintain a professional relationship between Providers and Recipients, including setting and maintaining healthy boundaries.

**September 28th: Community Resources to the Rescue\*.** Presented by Jeff Parker from Shield Health Care, this class will discuss various medical products and services available through the Medi-Cal insurance program.

**\*Indicates Core Class.** Core classes provide information on the basic issues and skills each Provider needs to do their job safely, and helps Providers become more proficient in their work. A certification of completion is given at the end of each class, and each core class completed is noted in the Provider's profile, enhancing interviews with prospective Recipients.

**If you have questions regarding the IHSS Educational classes, please contact Mary-Ann Cowan at (916) 876-5682 or send an email to [HHS-PA-Education@saccounty.net](mailto:HHS-PA-Education@saccounty.net).**

## IHSS Public Authority

Welcome to the new IHSS Public Authority Newsletter! We've gone electronic with our newsletter, and welcome your suggestions for content or general feedback.

## Contact Us

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# Tips to Avoid Violations

**VIOLATION**

- Know your maximum weekly hours and remain within them
- Understand that a work week is from Sunday to Saturday, even if it crosses months or pay periods
- Understand that if you have multiple Recipients, you can *never* exceed 66 hours in a work week
- Use a pocket or wall calendar to track your time worked, as the work weeks are laid out the same
- Do not use a standard calculator to add hours and minutes

**A free time calculator is available at:  
[www.calculatehours.com/Time\\_Calculator.html](http://www.calculatehours.com/Time_Calculator.html)**