



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

18 W. Beach Street, Watsonville, CA; P.O. Box 1300, Santa Cruz, CA 95061

(831) 454-4036 FAX: (831) 763-8906

Notice of Public Meeting and Agenda

IHSS Advisory Commission

Date: Friday, May 27, 2022

Time: 1:00PM to 3:00PM

Pursuant to AB 361 and Cal. Gov. Code section 54953, due to the ongoing COVID 19 state of emergency and upon recommendation of the County Health Officer, public meetings of the IHSS Advisory Commission will be conducted in remote format. Members of the public can attend virtually by teleconference.

PLEASE DIAL-IN TO THE TELECONFERENCE USING THE INFORMATION LISTED BELOW:

TELECONFERENCE INFORMATION

United States: (831) 454-2222

Phone Conference ID: 903 028 922#

FOR QUESTIONS REGARDING THE REMOTE MEETING PROCESS, PLEASE CONTACT THE PUBLIC AUTHORITY AT (831) 454-4036 OR JUAN.MAGANA@SANTACRUZCOUNTY.US

Agenda

1. Call to Order
2. Roll Call
3. Agenda Review
4. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. April 22, 2022 Meeting.....Page 3.
 - ii. April 29, 2022 Special Meeting.....Page 8.
 - b. Commission Vacancies
 - i. Two (2) – Consumer Representatives
 - ii. One (1) – Representative of an organization that advocates for people with disabilities or seniors
5. Oral Communications and Announcements: *Anyone wishing to address the commission on any item within the jurisdiction of the Commission and not listed on the agenda may do so at this time. Comments are limited to three (3) minutes in duration.*

The County of Santa Cruz complies with the Americans with Disabilities Act. This meeting room is accessible for people with disabilities. If you wish to discuss reasonable modifications or accommodations, please call 454-4036 prior to the meeting. For the comfort of those with allergies and chemical sensitivities, please do not wear perfume or scented products to the meeting.



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6. Regular Agenda – Action Items

- a. IHSS Advisory Commission Meeting Location (AB 361).....Page 10.
- b. IHSS Provider Training Curriculum FY 2022-2023.....Page 12.
- c. CICA Membership FY 2022-2023.....Page13.
- d. Meals on Wheels

7. Regular Agenda – Information Items

- a. Updates/Housekeeping
 - i. Reminders from the Chair
 - ii. Topics & Speakers
- b. IHSS Advance Pay.....Page 17.
- c. Provider Vaccine Requirement.....Page 20.
- d. Provider Concerns
- e. IHSS Program Updates
- f. Public Authority Updates
- g. Subcommittee Reports
 - i. Legislative/Advocacy (Molesky)
 - ii. Website (Taylor/Andersen)
 - iii. CICA Conference Calls (Campbell)

8. Adjournment

Next Regular Meeting: June 24, 2022, 1:00PM – 3:00PM



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IHSS Advisory Commission

Meeting Minutes

Date: Friday, April 22, 2022
Time: 1:00PM to 3:00PM
Present: Michael Molesky (Consumer, Chair), Lois Sones (Seniors Commission, Vice-Chair), Becky Taylor (Consumer), Linda Campbell (Consumer), Patricia Fohrman (Provider)
Excused: Foster Andersen (Consumer), Jozett Irgang (Consumer), Maria Arreola (Provider)
Absent: None
Guests: Tricia Webber (County Clerk)
Staff: Juan Magaña (IHSS Public Authority)

Agenda

1. Call to Order
 - a. Meeting started late due to lack of quorum, was called to order @ 1:34PM; a quorum was present
2. Roll Call
3. Agenda Review
 - a. No changes made to published agenda
4. Consent Agenda
 - a. Approval of March 25, 2022 Minutes
 - i. Staff made the following change to the minutes:
 1. Foster Andersen's attendance was changed from Absent to Excused
 - b. Correspondence
 - i. Commission on Disabilities Minutes.....Page 6.
 1. January 13, 2022 Meeting
 2. February 10, 2022 Meeting
 - ii. Seniors Commission Minutes..... Page 10.
 1. December 21, 2021 Meeting
 - c. Commission Vacancies
 - i. Two (2) – Consumer Representatives
 - ii. One (1) – Representative of an organization that advocates for people

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d. Motion to approve amended consent agenda called by:

- i. First/Second: Campbell/Sones
- ii. Ayes: Molesky, Sones, Taylor, Campbell, Fohrman
- iii. Noes: None
- iv. Abstain: None

e. Motion carried unanimously

5. Oral Communications and Announcements

a. Tricia Webber, County Clerk provided the following information:

- i. The Santa Cruz County elections is looking to transition from the traditional polling place model to the Voters Choice Act, which is the model that was used for the November 2020 election and the three (3) elections that were conducted in 2021.
- ii. With the Voter's Choice Act model, everyone is sent a vote by mail ballot, under current state law, and then two (2) in-person voting locations are open twenty-nine (29) days before each election.
- iii. Eleven (11) days before the election, three (3) more in-person voting locations will open and four (4) days before the election an addition thirteen (13) in-person voting locations will open.
- iv. On Election Day, there would be a total of eighteen (18) locations where a voter can go in and do in-person voting.
- v. With this model, any registered voter can go to any location and obtain the ballot that belongs to them based their address.
- vi. Part of the process to transition to the Voters Choice Act model is that the Elections Department put together what's known as an Election Administration Plan (EAP). The EAP indicates everything that Santa Cruz County elections will be doing to implement this model for elections. It also indicates how they will do education and outreach to the voters in Santa Cruz County, about the model change and how voters can get access to their ballot.
- vii. The draft EAP is up on the Elections Department website and today is the first day of the 14-day public comment period. Listed there are the proposed voting locations and the days that they would be open as well as the proposed ballot drop off locations.
- viii. On May 5th, 2022 the Elections Department will hold two (2) public hearings to take in public input in-person or via a zoom link. However, public comments can be given to the Elections Department office either through a form on their website, via email, in person, or by phone. Public comments will be accepted during the entire 14-day period not just at the public hearings.

6. Regular Agenda – Action Items

a. IHSS Advisory Commission Meeting Location (AB 361)

- i. The commission reviewed the AB 361 findings and determined the need to continue holding meetings remotely.

1. Sones expressed interest in resuming in-person meetings. Taylor, Campbell and Fohrman expressed interest in continuing remote meetings.
- ii. Motion to approve the AB 361 findings and hold the next IHSS Advisory Commission meeting remotely was called by:
 1. First/Second: Campbell/Taylor
 2. Ayes: Molesky, Sones, Taylor, Campbell, Fohrman
 3. Noes: None
 4. Abstain: None
- iii. Motion carried unanimously

REMAINDER OF MEETING WAS INFORMATION SHARING ONLY DUE TO LACK OF QUORUM

- b. Election of Officers
 - i. Not discussed due to lack of quorum
 - c. IHSS Provider Trainings for Fiscal Year 22/23
 - i. Not discussed due to lack of quorum
7. Regular Agenda – Information Items
- a. Updates/Housekeeping – *This item was not discussed*
 - i. Reminders from the Chair
 - ii. Topics & Speakers
 - b. IHSS Program Updates
 - i. Staff provided the following IHSS program updates:
 1. The county has concluded the Request For Quote process for the countywide needs assessment for our local Master Plan for Aging. Once a vendor is selected, we will begin to engage this commission for feedback on how we can ensure we obtain robust and meaningful data from this process.
 2. The department is adding positions in Adult Protective Services with funding from Home Safe and the new state allocation given in response to increasing caseloads. We are very grateful for these funding augmentations but the program is currently under-resourced so we hope the funding will be ongoing and increase.
 3. The department is on schedule for the Public Guardian office to transition from the Health Services Agency to the Human Services Department effective July 1, 2022.
 - c. Public Authority Updates
 - i. Staff provided the following Public Authority update:
 1. Targeted provider recruitment – at last month’s commission meeting, Public Authority staff provided an overview of the new recruitment pilot project. As of this date, staff have sent out a total of 62 registry applications to potential registry care providers. Of these 62 applications, 29 applications have been received and 18

new care providers have been added to the registry. In 2021, the Public Authority received a total of 32 registry applications which is 3 more applications that have been received to date this year.

2. Career Fairs – in addition to the targeted provider recruitment project, last week Public Authority participated in the Cabrillo College in-person job fair. Staff were able to connect with a lot of students at that job fair. Public Authority staff will also be participating in a virtual career fair that is being put together by Cabrillo College on April 28th.
- ii. Sones informed the group that the Seniors Commission will be sending a letter to the IHSS Advisory Commission informing the Commission of their concern with the lack of care providers and offer assistance to address this issue.
- iii. Taylor inquired if the Public Authority has reached out to Senior Network Services to see if they know of any care providers needing additional work?
 1. Staff reported that there has been no contact yet, but staff will reach out to Senior Network Services to inquire.

d. Subcommittee Reports

i. Legislative/Advocacy (Molesky)

1. Molesky reported that he reached out to the Alliance to see about filling the advocacy spot on our commission. Molesky was informed that the Alliance is currently being reorganized and staff responsibilities are being moved around but are open to sending a representative to our meetings.

ii. Website (Taylor/Andersen) – *This item was not discussed*

iii. CICA Conference Calls (Campbell)

1. Campbell provided the following information:

- a. CICA is requesting that the funding for advisory committees be increased from \$6000.00 to \$56,000 and is looking for our support. A sample letter has been sent out to the advisory commissions and they are seeking our support.

- i. Since there was no quorum present to vote on this request, the commission decided to hold a Special Meeting on Friday, April 29, 2022 at 1:00PM to review and vote on this request. Staff was instructed to set up this Special Meeting.

b. There was an overview of the following pending legislation:

- i. AB 1751 – Worker’s Compensation: COVID-19: Critical Workers
- ii. AB 1900 – Medi-Cal Income Level for Maintenance
- iii. AB 2262 – IHSS: Needs Assessment

iv. SB 1098 – IHSS and Waiver Personal Care Services

8. Adjournment

a. Meeting adjourned @ 1:53PM

Next Regular Meeting: May 27, 2022, 1:00PM – 3:00PM



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(831) 454-4036 FAX: (831) 763-8906

IHSS Advisory Commission

SPECIAL MEETING

Meeting Minutes

Date: Friday, April 29, 2022
Time: 1:00PM to 2:00PM
Present: Michael Molesky (Consumer, Chair), Lois Sones (Seniors Commission, Vice-Chair), Becky Taylor (Consumer), Linda Campbell (Consumer), Patricia Fohrman (Provider), Maria Arreola (Provider)
Excused: Foster Andersen (Consumer), Jozett Irgang (Consumer),
Absent: None
Guests: Antonio Rivas (Mental Health Advisory Board)
Staff: Juan Magaña (IHSS Public Authority)

Special Meeting Agenda

1. Call to Order
 - a. Meeting was called to order at 1:03PM
2. Roll Call
3. Agenda Review
 - a. No changes made to agenda
4. Oral Communications and Announcements
 - a. No oral communications or announcements were made
5. Special Meeting Agenda – Action Items
 - a. Election of Officers
 - i. Staff reminded the commission that per county code and commission by-laws, the election of officers is to occur annually at the April commission meeting. Any member of the commission can self-nominate themselves or nominate a member of the commission to serve as either Chair or Vice-Chair.
 - ii. A motion was called to nominate Michael Molesky as Chair and Lois Sones as Vice Chair.
 1. First/Second: Campbell/Taylor
 2. Ayes: Molesky, Sones, Taylor, Campbell, Arreola, Fohrman
 3. Noes: None
 4. Abstain: None

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- iii. Motion carried unanimously
- b. Request for Letter of Support to Increase Advisory Committee Funding
 - i. Staff reported that the commission received a request from the California IHSS Consumer Alliance (CICA) to support their ask to increase the funding for advisory committees to \$56,000. Staff received a copy of the letter that was sent by Assemblymember Ask Karla to Assemblymember Joaquin Arambula and Assemblymember Phil Ting and the sample letter to be used if the commission agrees to support this request. A copy of both letters was included in the meeting packet.
 - ii. The commission discussed the pros and cons of this ask
 - 1. Sones indicated that after reviewing both letters and seeing how the increased in funding could help the commission, she was in support of this request.
 - 2. Fohrman indicated that she was unclear on the increase in funding would be used. Stated that our commission has been able to operate well with the current funding that the commission receives.
 - 3. Molesky provided examples of how the additional funding could be used, such as trainings for caregivers or re-establishing the Caring Community Summit that brought together various community organizations to discuss issues around caregiving.
 - iii. Public Comment - Antonio Rivas from the Mental Health Advisory Board stated that he was in support of this ask. He agreed that having a summit that brought together various commissions and advisory councils so they can come up with a general plan of what is needed to solve all the problems that we face and present that to the Board of Supervisors.
 - iv. A motion was called to support both letters supporting the increase in funding to advisory committees.
 - 1. First/Second: Sones/Campbell
 - 2. Ayes: Molesky, Sones, Taylor, Campbell, Arreola
 - 3. Noes: Fohrman
 - 4. Abstain: None
 - v. Motion carried.
- 6. Adjournment
 - a. Meeting adjourned at 1:32PM

Next Regular Meeting: May 27, 2022, 1:00PM – 3:00PM



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES ADVISORY COMMISSION

18 W. Beach Street, Watsonville, CA 95076
P.O. Box 1300, Santa Cruz, CA 95061
(831) 454-4036 FAX: (831) 763-8906
MICHAEL MOLESKY, CHAIR

SANTA CRUZ COUNTY IHSS ADVISORY COMMISSION'S FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING TELECONFERENCE MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY AND HEALTH OFFICER RECOMMENDATION FOR SOCIAL DISTANCING

WHEREAS, this IHSS Advisory Commission is a legislative body under the Brown Act as defined under Cal. Gov. Code section 54952(b) and Santa Cruz County Code Section 2.38.110; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

WHEREAS, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

WHEREAS, on October 22, 2021, the IHSS Advisory Commission held its initial teleconference meeting under AB 361; and

WHEREAS, this IHSS Advisory Commission has reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing; and

WHEREAS, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the IHSS Advisory Commission deems it necessary to utilize the modified teleconferencing rules set forth in AB 361;

NOW, THEREFORE, the IHSS Advisory Commission makes the following findings by a majority vote:

Section 1. The foregoing recitals are true and correct, and adopted as findings of the IHSS Advisory Commission.

Section 2. Effective immediately, and for the next 30 days, the IHSS Advisory Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

Section 3. No later than thirty (30) days from making today's findings, or at the next scheduled meeting, the Commission will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the IHSS Advisory Commission in Santa Cruz, State of California, this 27th day of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair, IHSS Advisory Commission

ATTEST:

Department Staff

Approved as to Form:

Office of the County Counsel



**IHSS Provider Training
 Fiscal Year 2022-2023**

Topic Proposals

Please select 6 topics from the list below.

Number	Topic
	Introduction to Palliative Care
	Home Safety & Falls Prevention
	Person Centered Care
	Abuse and Mandated Reporting
	The Aging Process
	Depression & Anxiety
	Dementia Care Challenges: Bathing, Dressing & Oral Care
	Dementia Care Challenges: Anxiety, Agitation, & Anger
	Dementia Care Challenges: Wandering, Sleep, & Sundowning
	Dementia Care Challenges: Paranoia, Hallucinations & Delusions

Invoice

INVOICE



**CALIFORNIA IN-HOME
SUPPORTIVE SERVICES
CONSUMER ALLIANCE**
Educating & Empowering

[View invoice online](#)

California In Home Supportive Services Consumer Alliance
Member renewal

Invoice number: 00072
Issued: 17 Mar 2022

Bill to:
Juan Magana
juan.magana@santacruzcounty.us

Item	Amount
Membership renewal. Level: Advisory Committee. Renew to 15 Jul 2023	\$750.00

Total: \$750.00
Balance Due: \$750.00

[View invoice online](#)



March 1, 2022

Public Authority Director/Manager
IHSS Advisory Committee Chair
IHSS Advisory Committee Members

On behalf of CA IHSS Consumer Alliance (CICA) I want to thank you for your membership and participation in many of our activities for the 2021-2022 Fiscal Year. It has been a very busy year and we have accomplished a lot.

Believe it or not a new fiscal year is soon approaching. We wanted to get our membership invoice and information to you early enough for your budget planning process. We have kept our dues at the current level of \$750.00 per year.

As mentioned above it has been a very busy year. We have had monthly Training presentations on the first Wednesday of the month and Statewide CICA Meetings on the third Wednesday of the month all year long. Many have found them very informative and valuable. They are opened to all our members and supporters. We have continued to collaborate and advocate on all IHSS issues with our Partners. We continue to educate on IHSS issues at both the State and Federal level. We have included a list of accomplishments for the year so far. Lots more will be added before the end of the fiscal year.

We have also included a list of CICA's goals for next year. One major addition will be a monthly meeting of just CICA Member County Advisory Board Members to discuss achievements, problems and best practices. We look forward to having you with us.

CICA's Annual Meeting will be held May 18 right after the Statewide Meeting. We encourage you to attend. Please note the CICA Executive Committee Member would be glad to do a virtual presentation about our organization to your Committee/ Board.

We would greatly appreciate you sharing a list of your members and contact information with us. As CICA members we would like to be able to share valuable information and opportunities with all of you.

We are looking forward to having you join CICA for the 22-23 Fiscal Year.

Respectfully,

A handwritten signature in black ink that reads "Janie Whiteford".

Janie Whiteford
CICA President

CICA. ACCOMPLISHMENTS

2021-2022

- Held Monthly Statewide Meetings on the third Wednesday of the month via Zoom to educate and inform our Members and Supporters on important issues affecting IHSS and our Consumers.
- Held Monthly Trainings on the first Wednesday of the month to educate and share best practices on Advisory Committee/Governing Board functioning and issues
- Distributed information to our contact list on important information affecting IHSS, IHSS Consumers and Providers, and our supporters
- Developed and introduced our new logo
- Introduced our new updated Website
- Did many presentations to Advisory Committees and Governing Boards in many Counties on CICA
- Continued to reach out to Public Authorities to assist in development of AC's
- Continued to do extensive work with our Strategic Partners. Both ongoing and new Partners

CAPA: CA Association of Puclic Authorities

Our Union Partners; SEIU, UDW

CARA: CA Alliance of Retired Americans

CA4SSI

CFILC: CA Foundation of Independent Living Centers

SILC: State Independent Living Council

Ca Collaborative for LTSS

Justice in Aging

Disability and Aging Community Living Advisory Committee

CICA GOALS

2022-2023

- Increase CICA Membership by 10 Counties
- Continue to develop Strategic Partnerships
- Continue the monthly CICA Statewide Meeting on the third Wednesday of the month and the CICA Trainings on the first Wednesday of the month
- Begin a monthly Members only meeting to discuss problems and best practices. Brainstorming on issues
- Improved contact by Regional VP's to AC members to check in and develop relationships
- Continue to improve CICA structure to more effectively do the work: additional staff and succession planning
- Develop legislation to help improve AC/GB's



In-Home Supportive Services (IHSS) Program Advance Pay

What is IHSS Advance Pay?

Advance Pay is an option available to some IHSS consumers that allows consumers to receive an advanced payment for his/her monthly IHSS services to pay the provider(s) directly for their service (Welfare and Institutions Code (WIC) Section 12304).

Eligibility for IHSS Advance Pay

- Consumers who are severely impaired (authorized 20 or more hours per week for IHSS personal care; preparation of meals; meal cleanup when preparation of meals and consumption of food (feeding) are required; and paramedical services)
- Consumer is capable of handling his or her financial and legal affairs; and
- The amount advanced cannot exceed the amount needed to pay for authorized IHSS service hours.

Consumer Requirements for IHSS Advance Pay

- A Consumer may not use his or her payment for anything other than the purchase of authorized IHSS services;
- Consumers must submit reconciled timesheets
- Consumers must pay their provider(s) timely.

Advance Pay Requirements

- Pursuant to MPP § 30-769.737, it is the responsibility of the AP recipient, legal guardian or conservator, to submit their provider's time sheets at the end of each authorized service month to the appropriate county social services office.
 - Timesheets require both recipient and provider signatures, and the recipient validates the hours worked by the provider. For purposes of timesheet processing, the provider mails the timesheet to the timesheet processing facility.
- Counties have the authority to remove a consumer's Advance Pay if the consumer does not adhere to all IHSS Advance Pay requirements (MPP Section 30-767.133).
- This regulation helps to ensure that recipients are paying their providers appropriately.

Updated Timesheet Process for Advance Pay

- Advance Pay recipients receive their monthly AP payments at the beginning of each authorized month to pay their provider(s) for services received. Beginning in October 2016, AP recipients and their provider(s) are now required to submit semi-monthly timesheets instead of monthly timesheets. This process has been put in place to ensure timely overtime payments can be made to providers.



Community First Choice Option (CFCO)

Code of Federal Regulations (CFR) § 441.545(b)(2) allows for advance payment of direct cash to individuals in the CFCO Program. The CFCO program allows the AP recipient to further exercise their self-direction by making a direct payment to their provider. CFCO also allows AP recipients to exercise as much control as desired to select, train, supervise, schedule, determine duties and fire an attendant care provider. This does not, however, preclude the State of California to require that In-Home Supportive Services Program providers undergo an enrollment process to be an eligible IHSS provider. The requirement for criminal background checks, which is mandated by statute, §12305.86, is specified in the State Plan Amendment for CFCO.



CDSS In-Home Supportive Services (IHSS) Program Advance Pay

High Level Overview of Changes to Advance Pay after CMIPS Release 1.13 (9/23/2016)

Advance Pay Before 9/23/2016	Advance Pay After 9/23/2016
Recipient Advance Payment is mailed at the beginning of the month.	No change.
Recipient is responsible for paying Provider Advance Pay wages.	No change.
A single Reconciling Timesheet is automatically generated and mailed to Providers two business days after the 15th of the service month by system vendor (HPE).	Two Reconciling Timesheets are automatically generated for associated Providers on a semi-monthly basis on the 1st and 10th of the service month. Timesheets are printed and mailed from the Employment Development Department (EDD).
The Advance Pay Reconciling Timesheet is visually different from the IHSS Arrears Timesheet.	The Advance Pay Reconciling Timesheet is the same as the IHSS Arrears Timesheet in design. The Advance Pay timesheet is identified as 'Individual Provider Advance Pay Timesheet' in the upper right and 'Type: Advance Pay' in the body of the timesheet.
Reconciliation of hours to the case occurs on a monthly basis – upon receipt of the monthly reconciling timesheet.	Reconciliation of hours to the case occurs on a semi-monthly basis – upon receipt of the semi-monthly reconciling timesheet.
Overtime is reconciled on a monthly basis.	Overtime is reconciled on a semi-monthly basis.
Travel Time is reconciled on a monthly basis, using a separate Travel Claim Form.	No change.
The Advance Pay Earnings Statement for the previous month is attached to the Reconciling Timesheet for the current month. This is printed and mailed by HPE directly to the Provider.	The Advance Pay Earnings Statement is separate from the Reconciling Timesheets. This is printed and mailed by the counties directly to the Provider.
Overtime warrants are issued directly to the Provider for the entire pay month (upon receipt of the monthly reconciling timesheet). Depending on when the Reconciling Timesheet is submitted, Overtime warrants are issued directly to the Provider on a monthly basis.	Overtime warrants are issued directly to the Provider upon receipt of each semi-monthly reconciling timesheet. Depending on when the Reconciling Timesheets are submitted, Overtime warrants are issued directly to the Provider on a semi-monthly basis.

ⁱ References: Change Request 1094 v1.8, 09/07/2016
Detailed System Design (DSD) Version 15.2 (Release 1.10) Section 14, 04/04/2016



KIM JOHNSON
 DIRECTOR

GAVIN NEWSOM
 GOVERNOR

January 25, 2022

TO: IN-HOME SUPPORTIVE SERVICES (IHSS) AND WAIVER
 PERSONAL CARE SERVICES (WPCS) PROVIDERS

SUBJECT: UPDATE TO COVID-19 VACCINE REQUIREMENTS

You are receiving this letter because the new Public Health Order issued on December 22, 2021 requires certain In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers to be **fully vaccinated and boosted** with the COVID-19 vaccine as described in the chart below.

Type of Vaccine	When to Get Booster Dose
Moderna or Pfizer	6 months after 2 nd dose
Johnson & Johnson or Janssen	2 months after 1 st dose

The Public Health Order states those eligible for the vaccine booster must obtain the shot by March 1, 2022. IHSS providers not yet eligible for boosters must get their shot no later than 15 days after the recommended timeframe above for receiving the booster dose. If you live with your recipient(s) and/or provide services to a family member(s), and provide services to no one else, you are not impacted by this Public Health Order.

You must get vaccinated if you are a non-live-in provider who provides services to a recipient who is not your family member. By receiving this letter, you have been identified by the California Department of Social Services as a provider who is required to be vaccinated.

You may be exempted from the vaccine requirement if you have a Qualified Medical Reason or for your Religious Beliefs. To be exempted, you must provide your recipient the attached *COVID-19 Vaccination Exemption Form*, requesting an exemption from the COVID-19 vaccine requirement, and provide the reason. To be eligible for the Qualified Medical Reason Exemption, you must include a written statement with the form, signed by your doctor, nurse practitioner, or other licensed medical professional stating that you qualify for the exemption. The statement should not describe any underlying medical condition or disability but must indicate how long the exemption from the vaccine is expected to last.

If your recipient finds that you meet the requirements of an exemption, instead of getting the vaccine, you must obtain a weekly COVID-19 test, until vaccinated, and, wear a surgical mask or higher-level respirator, **at all times**, while providing services in a recipient’s home. Providers may use IHSS Sick Leave for vaccination appointments.

You are required to maintain your own records of vaccination, or COVID-19 test results if applicable, and must provide them if asked by your recipient. Additionally, if you test positive for COVID-19 you should not be providing IHSS/WPCS services for any recipient. You should contact your IHSS recipient(s) immediately and let them know you are unavailable.



KIM JOHNSON
 DIRECTOR

GAVIN NEWSOM
 GOVERNOR

COVID-19 Vaccination Exemption Form

Provider Name (Print):
Provider Number (9 digits):

Pursuant to State of California Public Health Officer Order dated December 22, 2021, the California Department of Public Health (CDPH) is mandating that all employees who provide In-Home Supportive Service (IHSS) or Waiver Personal Care Services (WPCS) must be fully vaccinated and boosted for COVID-19. Those eligible for the vaccine booster must obtain the shot by March 1, 2022. IHSS providers not yet eligible for boosters must get their booster shot no later than 15 days after the recommended timeframe for receiving the booster dose.

Vaccine Declination

- I am excused from receiving a COVID-19 vaccine for a qualifying medical reason. **NOTE:** To be eligible for this exemption, I understand that I must also obtain a written statement signed by a **physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician**, stating that I qualify for the exemption (but the written statement should not describe the underlying medical condition or disability) and indicating the probable duration of my inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).
- Religious Belief Accommodation: I have a sincerely held religious belief, practice, or observance that prevents me from receiving any of the COVID-19 vaccines.

Signature and Attestation

I understand that, if I meet the requirements of a religious or medical exemption, I will be subjected to mandatory weekly COVID-19 testing and I will wear a surgical mask or higher-level respirator approved by the National Institute of Occupational Safety and Health (NIOSH), such as an N95 filtering facepiece respirator, consistent with the December 22, 2021 CDPH Public Health Order.

By signing below, I hereby declare and acknowledge that I have read and fully understand the information in this exemption form and certify under penalty of perjury that the information I have provided in this exemption form is true and correct.

Signature: _____

Date: _____

Please retain this form for your records. You must provide this form to your recipient upon request.