



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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GOVERNOR

November 5, 2014

ALL-COUNTY INFORMATION NOTICE: I-65-14

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
IHSS PROGRAM MANAGERS

SUBJECT: RELEASE OF IHSS INSTRUCTIONAL VIDEO: 2015 NEW
PROGRAM REQUIREMENTS / IHSS PROVIDER TIMESHEET
TRAINING

REFERENCES: SENATE BILLS 855 AND 873; ALL-COUNTY LETTER (ACL) 12-
55 (November 1, 2012); ACL 13-66 (September 30, 2013);
ACL 14-35 (May 27, 2014); ACL 14-76 (October 8, 2014)

The purpose of this All-County Information Notice (ACIN) is to provide counties with information regarding the release of a new In-Home Supportive Services (IHSS) Instructional Video. This video explains new IHSS program changes regarding overtime and travel time pay, information on violations, and instructions on completing the new timesheets that will be implemented January 1, 2015, pursuant to Senate Bill (SB) 855 and SB 873.

BACKGROUND

Effective January 1, 2015, as required by SB 855 and SB 873, IHSS providers will be eligible for overtime compensation when they work over 40 hours in the IHSS defined workweek. The term “workweek” is defined in statute as the period beginning at 12:00 a.m. on Sunday and terminating at 11:59 p.m. the following Saturday. Additionally, providers will now receive travel time compensation for the time it takes to travel from one recipient’s home to another, up to 7 hours per workweek. The new IHSS timesheets were developed to accommodate these changes.

2015 NEW PROGRAM REQUIREMENTS / IHSS PROVIDER TIMESHEET TRAINING VIDEO

The California Department of Social Services (CDSS), in collaboration with California State University, Sacramento (CSUS), developed an instructional video to assist providers and their recipients in understanding the new IHSS program changes with an emphasis on completing the new IHSS travel and non-travel timesheets.

This video:

- Explains new IHSS program changes that may impact providers and recipients regarding overtime and travel time pay;
- Presents examples of how and where to document the overtime and travel time hours on the new timesheets;
- Demonstrates how to complete the new Travel Claim form;
- Reviews several new forms; and
- Provides tips on how to prevent timesheet mistakes to avoid payment delays and unnecessary provider violations.

This video is now available on the CDSS' website at the following link: www.cdss.ca.gov/agedblinddisabled/Pg1814.htm. Additionally, CSUS will distribute an initial DVD to each county and Public Authority.

TRANSLATION OF THE VIDEO

This video will be available in the State threshold languages for the IHSS population: Spanish, Armenian, and Chinese as required by Government Code §7295.2. The video also includes closed captioning for the hearing-impaired. The video translations will be available on the CDSS' website in the Spring of 2015 and will be distributed to the counties and Public Authorities thereafter.

If you have any questions regarding this new video, please contact the Adult Programs Policy and Quality Assurance Branch, Quality Assurance and Improvement Bureau, Research and Training Development Unit at (916) 651-3494.

Sincerely,

Original Document Signed By:

HAFIDA HABEK, Chief
Adult Programs Policy and Quality Assurance Branch
Adult Programs Division