



# IHSS Public Authority

## People Helping People



**Volume 9**

**Issue 2**

**Spring 2013**

### MANAGEMENT STAFF

Rosa Hidalgo, *Executive Director*

Myette Christian, *Registry Manager*

John Dixon, *Provider Services Coordinator*

Jessica Hoier, *Staff Analyst*

### FISCAL STAFF

Marisol Hill, *Fiscal Assistant*

### REGISTRY UNIT

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Ruth Diaz, *Registry Clerk*

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Lidia Alcantar-Uribe, *Registry Specialist*

Carolina De Leon, *Registry Clerk*

### Victorville / Barstow

Emily Penland, *Registry Specialist*

Denise Sieber, *Registry Specialist*

Priscilla Arias, *Registry Clerk*

### Yucca Valley / Yucaipa

Pauline Beschorner, *Registry Specialist*

Maricela Lamboy, *Registry Clerk*

### PROVIDER SERVICES UNIT

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Freddie Barrera, *Training*

Valerie Martinez, *Criminal Background Investigations*

Danielle Roberson, *Criminal Background Investigations*

Rebecca Esparza-Castaneda, *Reception*



**Rosa Hidalgo,**  
**Executive Director**

## LEARNING CURVE...

There are many new things taking place in our world of IHSS, both at the local and State level. These changes affect consumers, care providers and County and PA staff. The county and PA staff have focused on making these changes as seamless a process as possible for consumers and care providers.

**Registry Software:** On April 2013, the registry upgraded their database system (HC2) to a faster and more user-friendly system. As with any change, it took a couple of months for staff to learn all the ins and outs of the program and as of today we are fully integrated into the new system.

**CMIPS II:** Is finally here! The new Statewide Case Management and Payroll System was implemented May 1, 2013. Changes that impact recipients and care providers are:

- New timesheet—timesheets are completely revamped, but consumer and provider signatures are still required.
- All time sheets are required to be mailed to a statewide central processing facility in Chico, California.
- Care providers will now use hour and minutes as opposed to the current decimal format.
- Timesheets must be mailed individually or will be rejected. Timesheets sent without proper postage will be sent to “dead mail” and considered a lost time sheet.
- The timesheet must be completed with “black ink ONLY”

The Public Authority and IHSS worked together to develop training materials to assist care providers learn how to complete the new timesheets. In

addition to the materials timesheet training sessions are being conducted by IHSS and Public Authority staff in different areas of the county. Please contact your local IHSS office or Public Authority for further information.

**Cal Medi Connect:** Formerly referred to as Coordinated Care Initiative (CCI) or Dual Eligible has experienced many changes since we last connected. Cal Medi Connect was approved and there are eight counties participating on the project including San Bernardino. In addition the federal government approved California's plan and the project is projected to begin enrollment to manage care plans no sooner than January 1, 2014.

**VITA:** This year we partnered with the IRS VITA program and were recognized by the Honorable Assembly member Norma J. Torres and IRS-Stakeholder Partnerships, Education and Communication department for serving the community. Please read inside regarding this program and our partnership.

As always be safe and stay tuned...





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## Health Benefits

**H**ave you used your Health Benefits and tried to figure out your health cost. Now healthcare pricing help is here at your fingertips! Health Advocate has now created a new application for your smart phone. It is a health cost estimator pricing tool. It's fast, free, and easy to use and helps save money! It gives you a fast, convenient way to get healthcare pricing and cost estimates. Access to pricing comparisons helps make for more cost-effective shopping and savings. The program is called **Health Advocate Lifeline**.

Health Advocate, INC. is the nation's leading independent healthcare advocacy and assistance company that is another component of your health benefits. They help millions of Americans personally navigate the complex healthcare system. They offer a range of leading-edge solutions. Health Advocates seamlessly combine health advocacy, wellness coaching, EAP+Work/Life, and chronic care solutions. Health advocates can be reached at 866-385-8033. If you have questions about your health benefits please contact us at 1-866-985-6322 option 5. 📞

## Training

**I**f you are a working IHSS Provider or on the Public Authority Registry, CPR & First Aid is now available for you at the Public Authority. This is a "Friends and Family" Adult and Child CPR and First Aid Class. There will NOT be any certification given for attending this class. A participation certificate will be mailed to you once you complete the course but will not contain expiration dates. This is a mandatory class for all Registry Public Authority Providers, unless you possess a valid and approved CPR/FA card from an alternate location. To register, please contact Freddie at 909-891-9133. You must be registered to attend training. Space is limited.

CPR will be coming to Needles!!! We will have a 1 day course July 18th, 2013 at the local Needles IHSS office. If you would like to attend or need additional information please contact the IHSS Public Authority Training Department at 866-985-6322. 📞

## VITA

**D**id you miss the tax deadline April 15th 2013? The Public Authority is here to help you complete your 2012 tax returns for FREE! We have tax coaches here to assist you in completing your tax returns. Call today to set up an appointment, we are here to help. There are great credits such as the Earned Income Tax Credit that you may be eligible for. Calls 1-866-985-6322 ask for John Dixon. The Public Authority was recognized by the IRS and The Honorable Assembly Member Norma J. Torres for serving our community. 📞





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CALIFORNIA LEGISLATURE



**CERTIFICATE OF RECOGNITION**

**SAN BERNARDINO COUNTY IHSS - PUBLIC AUTHORITY**

*The Honorable Norma J. Torres Proudly Extends Grateful  
Appreciation For Your Dedicated Commitment To Serving Our  
Community Volunteering Your Time And Energy To Make A  
Positive Difference In The Lives Of Others Through The Volunteer  
Income Tax Assistance Program.*



*Dated this 10<sup>th</sup> day of May, 2013*

*Norma J. Torres*

**NORMA J. TORRES**  
*Assemblymember, 52<sup>nd</sup> District*

Department of the Treasury  
**INTERNAL REVENUE SERVICE**  
Stakeholder Partnerships, Education and Communication



*Presented To*

**San Bernardino County - IHSS Public Authority - 2nd Year Partner**

In recognition and appreciation of outstanding partnering  
contributions made in achieving the SPEC Mission.



*Babara Kuhns*

SPEC San Marcos - Territory Manager  
May 10, 2013

Form 13446 (Rev. 10-2009) Catalog Number 36574R Department of the Treasury Internal Revenue Service [www.irs.gov](http://www.irs.gov)





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# REGISTRY NEWS!!!

## CPR/First Aid Family & Friends Requirement

Have you taken this class? If not, remember that the deadline for registry providers to complete this requirement is fast approaching. Contact the PA Training Unit at (909) 891-9133 for details on the next class. Remember, that the registry requires all providers to have a current CPR/First Aid card or take the PA Friends and Family Training. Failure to meet this requirement may result in your being removed from the Registry. 📞

## Exciting New Ways to Update!!!

**A**s mentioned in our Last Newsletter; the Public Authority has been looking for innovative ways to help providers update their profiles each month. Effective July 1, 2013 Providers will have a third option to update each month. The new update option will allow providers to update via the internet. All providers need is access to a computer and the website address. Providers will continue to be able to drop off or mail in an update form. Using the website will be a much easier and quicker process since all you will have to do is enter all your information, click submit and print your receipt for your records. As we are in the testing stages of the site, further details on how to access the updating website will be provided at a later date. 📞

## Consumer Training

The public authority is proud to announce consumer training throughout the County of San Bernardino. Currently the trainings offered will teach IHSS clients about Hiring and Supervising their Provider.

### Topics Covered Include

- LEARN HOW TO INTERVIEW PROVIDERS AND  
HOW TO ASK QUESTIONS THAT HAVE TO DO WITH:
- TRAINING
  - EXPERIENCE
  - FLEXIBILITY
  - SUPERVISION

June 4, 2013, 2 PM	Chino - (909)948-6221
June 14, 2013, 11 AM	Ontario - (909) 948-6221
June 10, 2013, 10 AM	Victorville - (760) 843-5156
June 6, 2013, 10 AM	Redlands - (909)891-9144
July 12, 2013, 2 PM	Alta Loma - (909) 948-6221
August 15, 2013, ??	Montclair - (909) 948-6221

*continued on page 6*





# Keep the Child Care Credit in Mind for Summer

If you are a working parent or look for work this summer, you may need to pay for the care of your child or children. These expenses may qualify for a tax credit that can reduce your federal income taxes. The Child and Dependent Care Tax Credit is available not only while school's out for summer, but also throughout the year. Here are eight key points the IRS wants you to know about this credit.

1. You must pay for care so you – and your spouse if filing jointly – can work or actively look for work. Your spouse meets this test during any month they are full-time student, or physically or mentally incapable of self-care.
2. You must have earned income. Earned income includes earnings such as wages and self-employment. If you are married filing jointly, your spouse must also have earned income. There is an exception to this rule for a spouse who is full-time student or who is physically or mentally incapable of self-care.
3. You must pay for the care of one or more qualifying persons. Qualifying children under age 13 who you claim as a dependent meet this test. Your spouse or dependent who lived with you for more than half the year may meet this test if they are physically or mentally incapable of self-care.
4. You may qualify for the credit whether you pay for care at home, at a daycare facility outside the home or at a day camp. If you pay for care in your home, you may be a household employer. For more information, see Publication 926, Household Employer's Tax Guide.
5. The credit is a percentage of the qualified expenses you pay for the care of a qualifying person. It can be up to 35 percent of your expenses, depending on your income.
6. You may use up to \$3,000 of the unreimbursed expenses you pay in a year for one qualifying person or \$6,000 for two or more qualifying person.
7. Expenses for overnight camps or summer school tutoring do not qualify. You cannot include the cost of care provided by your spouse or a person you can claim as your dependent. If you get dependent care benefits from your employer, special rules apply.
8. Keep your receipts and records to use when you file your 2013 tax return next year. Make sure to note the name, address and Social Security number or employer identification number of the care provider. You must report this information when you claim the credit on your return.

For more details about the rules to claim this credit, see Publication 503, Child and Dependent Care Expenses. You can get both publications at [IRS.gov](http://IRS.gov) or have them mailed by calling 800-TAX-FORM (800-829-3676).

### Additional IRS Resources:

- Publication 503, Child and Dependent Care Expenses
- Tax Topic 602 - Child and Dependent Care Credit
- Frequently Asked Questions - Child Care Credit
- Publication 926, Household Employer's Tax Guide
- Publication 907, Tax Highlights for Persons With Disabilities






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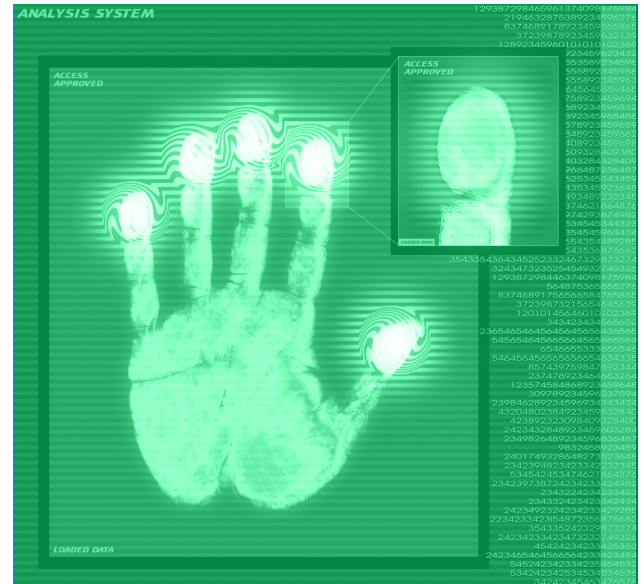
## CONSUMER TIPS

**A**s an employer, the Consumer has the responsibility of supervising Individual Providers (IP) in the performance of tasks that have been authorized by the IHSS Social Worker. It is important that both IPs and Consumers have a good understanding of the IHSS Program!

### Important things to remember:


- An IP should only complete tasks that have been authorized
- An IP should only work the hours that have been authorized
- Un-authorized hours or tasks will not be paid for by the IHSS Program
- Consumer's authorized hours do not "belong" to the IP.
- IPs cannot ask their employer (the Consumer) to pay for the total number of IHSS authorized hours if they do not work all of the hours.
- If the Consumer is hospitalized or goes on vacation, no hours can be reported or paid to the IP for that time.
- Paying an IP for hours that they did not work is fraud.

If a Consumer or Provider has any questions about these rules, please contact the County of San Bernardino Public Authority Registry (866)985-6322. 



**W**ith the arrival of the new CMIPS II, payroll program, some changes are being made to how the Criminal Background Investigations Unit operates. One change is that before an applicant may pick up a fingerprinting packet, they must first fill out a questionnaire (pictured in this newsletter) with personal data that will be uploaded into the new system. This will then be turned into the Public Authority to be entered into CMIPS II when results are received. After fingerprinting, the applicant must turn in a live scan form to the Public Authority in order to receive results. Please expect some delays during the transition process and we apologize for the inconvenience. Reminder: there is no turnaround time for receiving results from the Department of Justice.

**T**he clearance packet will also change slightly. It will include a cover letter and a double sided page with orientation information. Please note that the results are not your CORI report and to look out for this two-page packet. If you are disqualified, the packet will include the denial paperwork and information on general exceptions, appeals, and/or waivers.

If you have any questions, please contact the CBI Unit at 866-985-6322. 

Criminal Background Checks	
# of providers cleared	1545
# of providers disqualified	40



Department of Aging and Adult Services  
Departamento de Servicios para Ancianos y Adultos



**In-Home Supportive Services Provider Information**  
**Información para los Servicios de Casa y Cuidado Personal**

**Received at**  
**Recibido en:**

- |  |   |
|--|---|
| <input type="checkbox"/> 536 E. Virginia Way<br>Barstow, CA 92311                  | <input type="checkbox"/> 686 East Mill St.<br>San Bernardino, CA 92415        |
| <input type="checkbox"/> 1300 Bailey Avenue<br>Needles, CA 92363                   | <input type="checkbox"/> 17270 Bear Valley Rd., #108<br>Victorville, CA 92395 |
| <input type="checkbox"/> 9445 Fairway View Pl., #110<br>Rancho Cucamonga, CA 91730 | <input type="checkbox"/> 56357 Pima Trail<br>Yucca Valley, CA 92284           |

Date Received:

Fecha Recibido: \_\_\_\_\_

Provider:

Proveedor: \_\_\_\_\_  
(Print First and Last Name, as appears on Social Security Card)  
(Imprima Nombre y Apellido, como aparece en la Tarjeta del Seguro Social)

Client:

Cliente: \_\_\_\_\_  
(Print First and Last Name, if applicable)  
(Imprima Nombre y Apellido, si aplica)

Provider Social Security Number:

Número de Seguro Social del Proveedor: \_\_\_\_\_

Provider Date of Birth:

Partida de Nacimiento del Proveedor: \_\_\_\_\_

Provider Gender:

Sexo del Proveedor: ☐ Male ☐ Female  
Hombre Mujer

Provider Address:

Domicilio del Proveedor: \_\_\_\_\_

Provider Phone Number:

Número de Teléfono del Proveedor: \_\_\_\_\_

Type:

Tipo: ☐ Home ☐ Cell ☐ Message ☐ Other  
Casa Celular Mensaje Otro

Provider Spoken Language Preference:

Preferencia de Idioma Hablado por el Proveedor: \_\_\_\_\_

Provider Written Language Preference:

Preferencia de Lenguaje Escrito por el Proveedor: \_\_\_\_\_

Received by:

Recibido por: \_\_\_\_\_  
(Print DAAS Staff First and Last Name)  
(Imprima del Nombre y Apellido del Personal de DAAS)

Staff Signature:

Firma del Personal: \_\_\_\_\_

IHSS 42 (E/S) (04/13)







## ADVERTISEMENT



## PRIVATE PAY

*We are a group of caregivers who are, or have been, available through the Public Authority Registry and are available for private pay services. Payment arrangements are made directly with us, and neither the Public Authority nor IHSS is responsible if you hire us privately.*

### VICTORVILLE AREA / BARSTOW

Alexandra Rodriguez- 760-248-9172  
Arlene Medina- 760-247-6879  
Carolyn Coley- 760-792-1485  
Cathy Minor- 760-987-9096  
Cathy Shelby- 760-900-0164  
Cheryl Walker- 760-255-2429  
Clara Waters- 760-605-9141  
Dontee Weaver- 323-698-2639  
Edna J. White- 760-963-9534  
Esmeralda Garcia- 323-533-8964  
Estellita Mejia-760-475-7488  
Hayden Orr- 760-979-7811  
Hector Salinas- 760-596-7583  
Jamie Wesley- 909-579-7869  
Julie Ararid- 760-948-8604  
Kathryn Ross- 760-780-0512/  
760-780-8945  
Leslie Morton-760-247-6937  
Lillie Scarlett- 760-605-2661  
Linda Swan- 760-952-2317  
Loretta Jemison- 760-553-3667  
Maria Lopez- 760-265-5922  
Maria Ventress- 760-245-2504/  
760-887-0240  
Mary Martini- 760-246-5653  
Mercy Wood- 760-686-6542  
Michelle Montalvo- 760-261-9221  
Modelfa Lozano-Rodriguez-  
760-261-2214  
Ophelia Porter- 760-885-5924  
Rene Cisneros- 760-605-9639/  
760-669-5102  
Robin Calandra- 760-646-9688  
Rosa Lorenzo- 760-780-5550  
Sandra Davis- 760-964-5800  
Stella Achor- 760-552-1337/  
760-951-2727  
Tina Morrison- 760-220-2182/  
760-247-8639  
Tunleha Hunter- 323-347-1714/  
760-241-9240  
Vallarie Briscoe- 760-961-7482  
Venea Tunstall- 760-949-7177  
Verna Upton- 760-515-6270  
Yvette Nelson- 760-248-6852

### YUCCA VALLEY AREA

ABernhardine Brown-  
760-267-0518  
Clara Jefferson- 760-820-1155  
Dora Loaiza- 760-368-8442  
Ellen Evans- 760-366-1912  
Glenn Hildreth- 760-408-3522  
Heather Anderson- 760-810-8912  
John Quinn- 760-364-9264  
Karen Cruzan- 760-401-6612  
Krystale Jones- 760-821-5149  
Maria Deltoro- Palmer  
760-992-6069  
Nancy Zanin- 760-401-9639  
Patricia Copland- 760-910-9118  
Patricia Giffin- 760-285-9108  
Rebecca Bell-760-219-0519  
Robert Silberfarb- 760-449-8292  
Teresa Soto-Sanchez-  
760-368-7904  
Wanda Krentz- 540-550-3303

### MOUNTAINS

Carolyn Bateman- 909-585-3451  
Celeste Schaumann-909-283-2927  
Diane Davis-909-338-4272

### NEEDLES

Lynne Phillips- 760-335-8825 /  
928-444-7175

### RANCHO CUCAMONGA AREA

Emma Cardenas- 909-952-0677

### SAN BERNARDINO AREA & SURROUNDING CITIES

Athea Davis- 909-883-6349  
Debbie Venable- 310-597-1844  
Dominga Palomares -  
909-795-6052  
Elzena Hill- 951-361-0612  
Iren Morgan- 714-396-8240  
Leba Templeton- 909-265-8017  
Lillian Zuniga- 909-820-7186  
Linda Brooks- 909-824-7691  
Loretta Scott- 909-890-6836  
Lue Sayles- 909-543-8101  
Maritza Engelsman-  
909-795-0742  
Martha Crosthwaite-  
951-306-7304  
Mary Gillion- 909-246-0474  
Nathaniel Larry- 951-224-7026  
Patricia Sullivan- 909-520-4136  
Pauline Shipp- 909-907-2299  
Regina Mickens- 909-268-7010  
Rosa Moses- 909-835-6997  
Shirley Johnson- 909-873-8836  
Yotashiko Tucker- 909-269-5032



If you would like to be put on Private Pay List please contact the PA Newsletter Department.







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## IHSS Public Authority

TOLL FREE **866-985-6322**  
Or **909-386-5014**

Registry: **Press 4**

Benefits: **Press 5**

Fingerprints: **Press 6**

Paychecks: **800-722-4595**

FAX: **909-891-9130**

686 East Mill Steet  
San Bernardino, CA 92415-0034

Visit us @

<http://hss.co.san-bernardino.ca.us/PA/>

We are going  
green with our newsletters,  
and will no longer be mailing  
them out.

If you wish to receive an electronic  
copy of each forthcoming newsletter,  
please send an email to  
[Jessica.Hoier@hss.sbcounty.gov](mailto:Jessica.Hoier@hss.sbcounty.gov).

