



Solano County In-Home Supportive Services Public Authority

CONNECTIONS TO CARE

February 2013

Inside This Issue:

New Time-sheets	2
Sample Time-sheet and Instructions	3
Spring Outreach Conference	4

CMIPS II Goes Live March 4, 2013!

TIMESHEET ASSISTANCE FOR IHSS CAREGIVERS AVAILABLE!

A new computer system for IHSS called CMIPS II goes live on March 4, 2013. As part of this new computer system, all IHSS caregivers will need to complete a new timesheet. The Solano County Public Authority, in collaboration with SEIU ULTCW will offer timesheet assistance on the following dates and locations:

Friday, March 15, 2013 from 9am to 5pm

275 Beck Avenue, Fairfield, Conference Room 2

289 Mare Island Way, Vallejo, Inside Ferry Building, Panama Red's

Monday, March 18, 2013 from 9am to 5pm

2101 Courage Drive, Fairfield, Multipurpose Conference Room

289 Mare Island Way, Vallejo, Inside Ferry Building, Panama Red's

CMIPS II Se IMPLEMENTARA EL 04 de MARZO de 2013

HABRA AYUDA PARA LLENAR LA NUEVA HOJA DE TEMPRO



Un nuevo sistema para IHSS llamado CMIPS II va ser implementado el 04 de marzo de 2013. Como parte de este nuevo sistema, todos los cuidadores de IHSS deberán completar una nueva hoja de tiempo. La Autoridad Publica del Condado de Solano, en colaboración con SEIU ULTCW ofrecerá asistencia para llenar las nuevas hojas de tiempo en las siguientes fechas y lugares:

Viernes, 15 de marzo de 2013 de 9 a.m. a 5 p.m.

275 Beck Avenue, Fairfield Sala de conferencia 2 y

289 Mare Island Way, Vallejo, Inside Ferry Building, Panama Red's

Lunes, 18 de marzo de 2013 de 9 a.m. a 5 p.m.

2101 Courage Drive, Fairfield Sala de usos múltiples y

289 Mare Island Way, Vallejo, Inside Ferry Building, Panama Red's



Solano County Union Representative,
Karen Williams, is available on Tuesdays and Fridays from 9:30am to 6pm. Call 707-421-7214.

SAVE THE DATE! UNION REGIONAL MEETINGS!

FAIRFIELD: Every THIRD TUESDAY from 5:30 to 7:30pm at 2300 Boyton Avenue (2nd Floor)

VALLEJO: Every FOURTH TUESDAY from 5:30-7:30pm at the Ferry Building/Panama Red's, 289 Mare Island Way

New IHSS Timesheet

Coming Soon! March 2013!

In March providers will begin getting new IHSS timesheets. They are easier to use and must be mailed to a central processing facility in Chico. When there are no errors on the timesheet, a provider's pay check and new timesheet should arrive within 10-14 business days. Holidays delay timesheets. The timesheet must be accurate, clear, legible, and have both signatures. Do not hold onto timesheets.

A timesheet will be rejected if it is mailed before the 15th or before the last day of the month. Another timesheet will be issued and must be re-submitted with both signatures by mail to Chico. This will cause a delay of two weeks or longer in receiving a check.

**If there are payroll problems, call the
Solano County Payroll Information Line at 707-784-8990.**

Nuevas Hojas de Tiempo Para Proveedores de IHSS

Empezando Marzo de 2013

En Marzo comenzará a recibir nuevas hojas de tiempo para IHSS. Son más fáciles para llenar y debe enviarla a Chico, Ca. Por correo. Si no hay errores debe de recibir su cheque y la hoja para la próxima quincena dentro de 10-14 días de trabajo. Habrá retrasos cuando hay día de fiesta. Llene su hoja precisa, clara, legible, la firma de la persona que cuida y su firma.

No envíe su hoja antes de el 15 o el ultimo día del mes porque serán rechazadas y tendrá que obtener otra hoja llenar la y obtener la firma de la persona que cuida otra vez. Esto va a retrasar su pago dos semanas o más.

**Si tiene un problema con su pago llame al
Condado de Solano al numero (707) 784-8990.**

Change of Address or Telephone

Recipients and providers, please notify us in writing – use the state form or send a note. Include social worker's name or ID number.

Send to:

**IHSS MS 5-110
275 Beck Avenue
Fairfield CA 94533-0677**

Cambio de Direccion o Telefono

Por favor de notificarnos por escrito de cualquier cambio utilizando el formulario del estado o envienos una nota.

Envie la notificacion a:

**IHSS MS 5-110
275 Beck Avenue
Fairfield CA 94533-0677**

EXAMPLE OF NEW TIMESHEET

Provider #	123456789	Type	IHSS Arrears
Provider Name	Jane Doe	Recipient #	05 - 1234567
Recipient Name	John Smith	Remaining Hrs	125:45

Service Period: 12/16/2008 to 12/31/2008 Payment Date: 01/06/2009

Record your daily hours and minutes like these samples

4 Hours 45 Minutes	6 Hours 30 Minutes	10 Hours																		
<table border="1" style="display: inline-table;"> <tr><td>4</td><td>:</td><td>45</td></tr> <tr><td>6</td><td>:</td><td>30</td></tr> <tr><td>10</td><td>:</td><td>00</td></tr> </table>	4	:	45	6	:	30	10	:	00	<table border="1" style="display: inline-table;"> <tr><td>1</td><td>:</td><td>00</td></tr> <tr><td>10</td><td>:</td><td>00</td></tr> </table>	1	:	00	10	:	00	<table border="1" style="display: inline-table;"> <tr><td>2</td><td>:</td><td>15</td></tr> </table>	2	:	15
4	:	45																		
6	:	30																		
10	:	00																		
1	:	00																		
10	:	00																		
2	:	15																		
Total Time																				

How To Fill In Timesheet

- Enter the hours and minutes worked in the boxes next to the date you worked.
- Only use blue or black pen.
- Do not write on timesheet except in hours, minutes, signature, and date boxes.
- The IHSS Program will not pay over authorized hours.
- Payment will be based on daily hours.
- Do Not cross out or write out on the timesheet.
- Be sure both Recipient and Provider have signed and dated on back of time sheet.
- Do Not fold the Timesheet.

Detach Timesheet before mailing. (Save the Top portion for your information)

Fill in time for each day worked
Anoté el tiempo para cada día que en haya trabajado.
Լրացրեք ամեն օրվա աշխատած ժամերը
填寫每日工作的時數

Days of the Month

	Hours	Minutes
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
9th		
10th		
11th		
12th		
13th		
14th		
15th		
Total		

"Pay based on daily hours"
"Pago basado en las horas diarias"
«Հարձակվալը՝ ըստ օրական աշխատածամի»
"款項將會依據每日的時數"

Timesheet # 123456789

Pay Period - 01/01/09 to 01/15/09

-Do Not Fold Timesheet- Page 1 of 2

Do NOT write outside of the boxes.
ONLY one number per box.

You Do NOT have to total your time.
Write ONLY numbers on the time-sheet.

NO fractions. NO messages. NO words. NO initials. NO symbols of any kind.

Do NOT attach or staple anything to your timesheet or include anything else in the timesheet envelope.

Use black ink only. Do NOT use pencil. Do NOT use white out.

If you make a mistake, call for a new timesheet.

Use proper postage and have return address on envelope.

No escriba afuera de las cajas, solo un número por caja.

No ponga su tiempo total.

No incluye ningún mensaje en la hoja de tiempo o el sobre.

Solamente use tinta negra.

Si comete un error llame para obtener una hoja nueva.

Asegúrese que cuando envía su tarjeta de tiempo el sobre tiene suficiente estampillas postal y que ha puesto su nombre y dirección en el sobre.



In-Home Supportive Services
Public Authority of Solano County
275 Beck Avenue, MS 5-190
Fairfield, CA 94533

Presort STD
U.S. Postage
Paid
Fairfield, CA
Permit No. 00124

Address Service Requested

**NEED HELP WITH
YOUR NEW
CMIPS II TIME-
SHEET?**

Public Authority Staff,
in collaboration with
SEIU-ULTCW will be
available to assist
you with your time-
sheets on March 15
and March 18, 2013.

SEE PAGE 1 for more
information

You are Invited

The Solano County IHSS Advisory Committee presents:

The IHSS Consumer-Provider

Spring 2013 Outreach Conference

"Spring Into Wellness"

Wednesday April 24, 2013

County Events Center, 601 Texas Street, Fairfield

9:30am—3:30pm

Registration begins at 9am!

LUNCH PROVIDED! RAFFLE PRIZES!

Please RSVP to (707)784-8200 by April 14 to reserve your seat