



**NEVADA COUNTY
HEALTH & HUMAN SERVICES
AGENCY**

Michael Heggarty, MFT
Agency Director

Mike Dent, MPA
Department of Social Services
Director

950 Maidu Ave., PO Box 1210 Nevada City, CA 95959
Ave., Ste 202 Truckee, CA 96161

Telephone (530) 265-1340
Telephone (530) 582-7803

FAX (530) 265-9860 10075 Levon
FAX (530) 582-7729

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: June 21, 2016

TO: Board of Supervisors

FROM: **Mike Dent**

SUBJECT: Resolution approving execution of a renewal contract with Nevada Sierra Regional In-Home Supportive Services (IHSS) - Public Authority related to IHSS Provider Enrollment and Timesheet Processing in the maximum amount of \$196,161 for the term of July 1, 2016 through June 30, 2017.

RECOMMENDATION: Approve the attached Resolution.

FUNDING: The Public Authority and In-Home Supportive Services (IHSS) are mandated services. Contract services are supported by State funds. Services were planned for in the Department's F/Y 2016/17 budget and there are no county general fund dollars required in the Agreement.

BACKGROUND: Attached is the renewal contract with the Public Authority for services related to IHSS Provider enrollment, payroll and timesheet activities. Under this Agreement, the Contractor ensures all existing and prospective in-home supportive services providers submit to fingerprint imaging and undergo a criminal background check by DOJ (Department of Justice) as a condition of IHSS enrollment. The Public Authority ensures that all providers comply with all state regulations and is responsible for accomplishing the enrollment of providers, timesheets and payroll activities.

These activities include: Live Scan, documentation, state required orientation, record keeping of the providers, new provider enrollment, existing provider's re-enrollments, fingerprinting of providers, receiving and storing results of Live Scans, copying and storing ID of all providers as well as handling all forms, including W-4s and payroll activities such as lost warrants and replacement timesheets.

Due to new Fair Labor Standards (FLSA) requirements, IHSS providers are now eligible for overtime, medical appointment accompaniment and travel time compensation. Several new forms and a revised timesheet have been created to comply with these new mandates which require follow-up to ensure they are completed accurately, timely and consistently between the recipient and their provider(s). These significant program changes require outreach and education to ensure

understanding and compliance with CDSS (California Department of Social Services) direction as well as to make sure recipients continue to receive the in-home care they need without disruption. A helpline is being provided and staffed by Public Authority for overtime requests and to answer overtime-related questions. Public Authority also manages provider violations and processes all grievances and requests for appeals per State direction for those who go over their allotted cap.

It is recommended that the Board approve this renewal contract which will ensure that recipients continue to receive needed in home care.

Item Initiated and Approved by: Mike Dent, Director of Social Services