



# NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY

Michael Heggarty, MFT  
Agency Director

## Department of Social Services

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## NEVADA COUNTY BOARD OF SUPERVISORS

### Board Agenda Memo

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**MEETING DATE:** June 18, 2019

**TO:** Board of Supervisors

**FROM:** **Tex Ritter**

**SUBJECT:** Resolution approving execution of a renewal contract with Connecting Point (In-Home Supportive Services) related to In-Home Supportive Services Provider Enrollment and Timesheet Processing in the maximum amount of \$170,764 for the term of July 1, 2019 through June 30, 2020.

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**RECOMMENDATION:** Approve the attached Resolution.

**FUNDING:** The Public Authority, as operated by Connecting Point, and In-Home Supportive Services (IHSS) are mandated services. Contract services are supported by State and County Realignment funds. Services were planned for in the Department's FY 2019/20 budget and there are no county general fund dollars required in the Agreement.

**BACKGROUND:**

Attached is the renewal contract with Connecting Point 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 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:**            Tex Ritter, JD, Director of Social Services