



## In-Home Supportive Services (IHSS) Changes from Paper to Electronic Timesheets

*Per The 21st Century Cures Act of 2016, § 12006, the federal government has set a deadline of Summer 2020 for completing the switch to electronic timesheets, also referred to as Electronic Visit Verification (EVV).*

All IHSS Care Recipients and Care Providers must change from paper to electronic timesheets by the end of June 2020. Those not enrolled by then risk interruption of care and Provider payment. To ensure that does not happen, Mariposa County Health & Human Services Agency, Adult and Aging Services Branch urges all IHSS Providers and Recipients to enroll now.

### **Enroll now to get the benefits of using electronic timesheets**

- Faster Provider payment
- Fewer timesheet errors
- Check status of payment
- Enroll in Direct Deposit
- No more paper or postage costs

### **Ways to enroll:**

- **Online:** Providers and Recipients should visit the IHSS Services Portal (<https://www.etimesheets.ihss.ca.gov/register>) to enroll in the Electronic Timesheet System (ETS).
- **By phone:** Recipients also have the option to approve timesheets by phone rather than online. Call IHSS at **1 (866) 376-7066** to enroll in the Telephone Timesheet System (TTS).

### **How to use the Electronic Services Portal (ESP)**

- Overview of ESP /TTS (<https://youtu.be/ztaxoIX3OzM>)
- Recipient-Provider Registration (<https://youtu.be/T1V3Q1W3Rmk>)
- Time Entry for Providers (<https://youtu.be/rTAaOZWJMn0>)
- Recipient Approving Telephonic Timesheets (<https://youtu.be/MVqf8O6x00I>)

Recipients using TTS will receive a call when timesheet is ready for approval or they can call **1 (833) DIAL-EVV** or **1 (833) 342-5388**

**For assistance please call the IHSS Help Desk at 1 (866) 376-7066 M-F 8AM – 5PM**