In Home Supportive Services (IHSS)
Provider Enrollment & Orientation

An IHSS Independent Provider (IP) is someone who gets paid to provide services to a person who receives in-home supportive services under the IHSS program. If you have never enrolled as an IHSS IP you must complete all the steps outlined below before you can be enrolled as an IHSS provider and receive payment from the IHSS Program. If you have enrolled as an IHSS IP in another county within the last 12 months you do not need to re-enroll, just have your recipient contact the Monterey County IHSS Payroll department at (831) 755-4466 to provide the required Form SOC 426A, IHSS Program Recipient Designation of Provider or your recipient can add you as their provider using the electronic service portal (ESP) at www.etimesheets.ihss.ca.gov. If you are new to the IHSS program or have not provided services in the last 12 months, you MUST complete all steps within 90 days of the date you began the process.

To enroll as an IHSS IP, you must complete four steps:

1. **Visit the IHSS Independent Provider Enrollment Center for Monterey website (REVA):**

   REVA is an on-line website application that provides access to IHSS educational orientation videos and an on-line calendar for you to schedule a phone interview enrollment appointment with Provider Enrollment staff. The REVA website link below is ONLY to be used by IHSS IPs in Monterey County.

   Click on the REVA icon below to access the website.

At this website, you will:

Enter Your Provider Information   Watch the Orientation Video   Electronically Sign Documents   Schedule an Appointment

- ➢ Enter your information
- ➢ Watch the mandatory orientation videos
- ➢ Electronically sign documents
- ➢ Schedule an appointment. This appointment will be conducted as a phone interview with Monterey County Provider Enrollment staff.

2. **Phone interview with Monterey County Provider Enrollment Staff :**

During this phone interview, you will:

- ➢ Confirm the information you provided in your application (i.e. mailing/physical address, social security number, ID card information, etc.)

- ➢ Be informed about the new provider packet that will be mailed out to you along with a list of required documents to provide as part of the application process, such as a copy of your current valid driver's license or U.S. government issued photo ID and social security card.

    NOTE: Your name on the Social Security Card and U.S. government issued photo ID must match. If you are not a United States (US) citizen, provide a copy of documentation confirming your ability to work in the US.

- ➢ Learn about creating an online account for timesheet completion. Providers are required to create an electronic service portal (ESP) account or a telephonic timesheet service (TTS) account to submit timesheets.

3. **Complete the fingerprint background check:**

Prospective providers are required to be fingerprinted for a Department of Justice criminal background check.

➢ Provider Enrollment staff will provide you the Live Scan form and a list of local Live Scan vendors in your new provider packet. You are not required to use the vendors provided on the list, you can use the Live Scan vendor of your choice.

➢ Take the Live Scan form to the Live Scan vendor. The vendor will complete the bottom portion of the form.

NOTE: You are required to pay for the fingerprinting. Costs range from $45 to $70.

4. **Final Step:**

➢ Your enrollment will be not be completed if all required documentation is not turned in within 90 days from the appointment date of your phone interview with Provider Enrollment staff.

➢ If you need additional information or would like an update regarding your enrollment, please contact Provider Enrollment at (831) 755-4466. Select option 3 for "To speak with someone regarding the In-Home Supportive Services program, including to apply for IHSS, timesheets, Payroll, and becoming a care provider" and then option 3 for "If you are interested in becoming an IHSS provider".