

# **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](http://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 five 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.

REVA website: [www.reva-pa.com](http://www.reva-pa.com)

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 take approximately 30 minutes and be conducted in person with Monterey County Provider Enrollment staff.

## 2. **Appointment with Monterey County Provider Enrollment Staff :**

During this appointment, you will:

- Bring your original Social Security Card and U.S. government issued photo identification card (ID). If you are unable to present your Social Security Card and ID on the day of your scheduled appointment, your appointment will have to be rescheduled.

**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.**

- Receive a live scan form and an IHSS Recipient Designation of Provider form SOC 426A. The SOC 426A form is only provided if provider is currently caring for an IHSS recipient.
- 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 potential Live Scan vendors. You are not required to use the vendors provided on the list. You can use a Live Scan vendor of your choice.
- Take the Live Scan form to the Live Scan vendor of your choice. 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 your appointment date 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”.