

# CERTIFICATE CLASS SCHEDULE

THESE CLASSES WILL BE HELD AT:  
Sunnyvale Cupertino Adult Education Center  
591 West Fremont Ave, Sunnyvale, CA 94087

PRE-REGISTRATION &  
CONFIRMATION IS REQUIRED

## PLEASE NOTE:

- [These classes are optional, if interested, please call to register.](#)
- [Call 408-350-3286 on or after July 6th to register for classes.](#)
- [Leave your name, last 4 digits of your Social Security Number, contact phone number and the date and name of the classes you want to register for.](#)
- [You will receive a letter and/or phone call confirming your class schedule.](#)

Date	Day	Teacher	Class	Language	Time	Room
7/13/2010	Tues	Taily	Mental Health	Mandarin	5:30pm-8:30pm	Room 11
7/15/2010	Thur	Quan	CPR	Vietnamese	2pm-5pm	Trn Ctr
7/21/2010	Wed	Paula	Last Phase of Life	English	1pm-4pm	Room 8
7/22/2010	Thur	Marina	1st Aid	Spanish	3:30pm-6:30pm	Room 11
8/6/2010	Fri	Ann	Personal Care Lv I	Vietnamese	9am-12pm	Room 8
8/30/2010	Mon	Ann	Mental Health	Vietnamese	12:30pm-3:30pm	Room 8
9/9/2010	Thur	Marina	CPR	Spanish	3:30pm-6:30pm	Trn Ctr
9/13/2010	Mon	Sandy	Tips for Transfer	Mandarin	3:15pm-6:15pm	Room 8
9/16/2010	Thur	Marina	Mental Health	Spanish	3:30pm-6:30pm	Room 11
9/20/2010	Mon	Sandy	1st Aid	Mandarin	3:15pm-6:15pm	Room 8
9/27/2010	Mon	Sandy	Personal Care Lv I	Mandarin	3:15pm-6:15pm	Room 8
9/28/2010	Tues	Taily	Last Phase of Life	Mandarin	5:30pm-8:30pm	Room 11
9/30/2010	Thur	Quan	Diabetes	Vietnamese	3:30pm-6:30pm	Room 8
10/4/2010	Mon	Sandy	CPR	English	3:15pm-6:15pm	Trn Ctr
10/7/2010	Thur	Paula	Mental Health	English	1pm-4pm	Room 11
10/11/2010	Mon	Sandy	Personal Care Lv I	English	3:15pm-6:15pm	Room 8
10/12/2010	Tues	Quan	1st Aid	Vietnamese	1pm-4pm	Room 11
10/19/2010	Tues	Paula	Diabetes	English	1pm-4pm	Room 11
10/23/2010	Sat	Ann	Tips for Transfer	Vietnamese	9am-12pm	Room 8
11/1/2010	Mon	Marina	Nutrition	Spanish	3:30pm-6:30pm	Room 8
11/2/2010	Tues	Paula	Nutrition	English	1pm-4pm	Room 8
11/8/2010	Mon	Sandy	CPR	Mandarin	3:15pm-6:15pm	Trn Ctr
11/15/2010	Mon	Sandy	Preparamedical	English	3:15pm-6:15pm	Room 8
11/16/2010	Tues	Quan	Last Phase of Life	Vietnamese	1pm-4pm	Room 8
11/18/2010	Thur	Marina	Personal Care Lv I	Spanish	3:30pm-6:30pm	Room 11
11/23/2010	Tues	Taily	Nutrition	Mandarin	5:30pm-8:30pm	Room 11
11/29/2010	Mon	Sandy	Preparamedical	Mandarin	3:15pm-6:15pm	Room 8
12/1/2010	Wed	Marina	Diabetes	Spanish	3:30pm-6:30pm	Room 11
12/4/2010	Sat	Ann	Preparamedical	Vietnamese	9am-12pm	Room 8
12/6/2010	Mon	Sandy	1st Aid	English	3:15pm-6:15pm	Room 8
12/7/2010	Tues	Taily	Diabetes	Mandarin	5:30pm-8:30pm	Room 11
12/8/2010	Wed	Marina	Preparamedical	Spanish	3:30pm-6:30pm	Room 8
12/11/2010	Sat	Quan	Nutrition	Vietnamese	9am-12pm	Room 8
12/13/2010	Mon	Sandy	Tips for Transfer	English	3:15pm-6:15pm	Room 8

## RESTRICTIONS ON TASKS AND HOURS

As an IHSS careprovider (IP), you have the responsibility of being reliable and performing the tasks that have been authorized by the IHSS Social Worker. It is against the rules for an IHSS consumer to ask you to do a task that has not been authorized on the consumer's Notice of Action from IHSS. It is also against the rules for the consumer to ask you to work more hours than have been authorized. Caring for pets, including service animals, is also not allowed by IHSS. These requests are inappropriate and could be avoided by sharing this article with your IHSS consumer.

IPs who do not have a good understanding of the IHSS program may think that the authorized hours "belong" to the provider and may ask their employer to pay them for the total number of hours, whether they work them or not. This request is inappropriate and could result in a fraud investigation. Consumers do not need to use all of their hours each month. Indeed, if the consumer is hospitalized, in a nursing facility or goes on vacation, no hours can be reported or paid for that time even if you visit the consumer in the facility. Paying a provider for hours they do not work is fraud. If you, or the IHSS consumer you work for, have any questions about these rules, speak with an IHSS Social Worker.

## JOB DEVELOPMENT FUND

A job development fund is available for Independent Providers (IPs) of IHSS in Santa Clara County. IP's should contact the Public Authority to obtain an application to apply for pre-approval to access this education fund. IPs may be reimbursed for a maximum of \$350.00 per calendar year for the cost of tuition and texts (but no other materials) to attend programs or courses of education and training. For more information contact the Public Authority at: 408-350-3206.



The Council on Aging Public Authority Services office wants to assist you with questions you may have. To better assist you please use the important phone numbers listed below. We suggest you keep the list handy, perhaps near your telephone for future reference.

### **HERE IS WHO TO CALL FOR WHAT PURPOSE:**

**Call the COA Public Authority Services at (408) 350-3206:** For general information concerning provider benefits, Eco Pass, training classes or other services of the COA Public Authority Services.

**Call the COA Public Authority Services Benefits at (408) 350-3290:** For more specific information on provider health, dental or vision benefits, status of your benefits application or eligibility for benefits.

If you are experiencing issues with your health, dental or vision benefits contact Member Services first:

- **Medical** - Valley Health Plan (408) 885-4760
- **Dental** - Liberty Dental I (888) 703-6999
- **Vision (VSP)** - Vision Service Plan I (800) 877-7195

If your issue remains unresolved after speaking with member services please contact our Benefits staff at (408) 350-3290.

**Call the COA Public Authority Services Registry at (408) 350-3251:** If you want to join the Registry or to report any changes if you are already listed on the Registry.

**Call IHSS Social Services at (408) 975-4899:** For information regarding authorized hours and services or to speak with a social worker.

**Call IHSS Payroll at (408) 975-4899:** For any payroll matters, including timesheet and paycheck issues, questions regarding workers compensation.

**Call UNION SEIU Local 521 at (408) 678-3300:** Call for information about joining the Union or payroll deductions.