How to Check-Out on the ESP: (Continued)

3. **Select the recipient** you are checking out for. **Select the Location:** Home or Community, where you are ending your workday and **Input Hours** Worked for the recipient. Then select **Check-Out**.

Select a Recipient to check out:

CHAD OLIVETREEZ

Location:
◉ Home
◯ Community

Input Hours Worked:

Hours	Minutes
01	30

Check-Out

4. Select '**Yes**' to confirm check-out for the recipient shown.

Are you sure you want to check out for the below Recipient?

CHAD OLIVETREEZ

Recipient ID:

Program: IHSS

Hours Worked: 01h 30m

Location: Home

Yes   No

5. Congratulations! You have successfully Checked-Out.

if you are starting your workday for multiple recipients at the same time, click **Check-Out Another Recipient** and repeat steps 3-4. Otherwise, go **Back to Home**.

Check-Out Confirmation

You have successfully checked out for the following Recipient:

CHAD OLIVETREEZ

Recipient ID:

Program: IHSS

Hours Worked: 01h 30m

Location: Home

Back to Home

Check-Out Another Recipient

For assistance, call the IHSS Service Desk at (866) 376-7066 Monday - Friday from 8 A.M. to 5 P.M.
For additional information on time entry for providers, visit: www.cdss.ca.gov/inforesources/ESPhelp
or https://dpss.lacounty.gov/en/senior-and-disabled/ihss/timesheets-verification.html

PA 6278 – Check-In/Check-Out on the ESP (Non-Live-In Providers) (07/23)

County of Los Angeles
dpss DEPARTMENT OF PUBLIC SOCIAL SERVICES
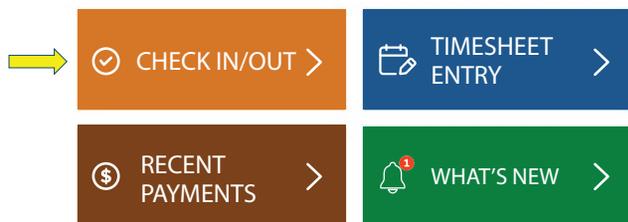
IN-HOME
SUPPORTIVE SERVICES

Electronic Visit Verification (EVV) Non-Live-In Providers

As of July 1, 2023, all IHSS providers who **do not live with the recipient(s)** they work for, are required to check in and out at the beginning and end of each workday from the location where services are provided. Providers will be able to check in and out using the new IHSS EVV Mobile Application, Electronic Services Portal (ESP), or Telephonic Timesheet System (TTS).

Check-In and Check-Out on the ESP

How to Check-In on the ESP:

**1.** Log in to the ESP at: www.etimesheets.ihss.gov using your username and password, and click **CHECK-IN/OUT**.

⊘ CHECK IN/OUT ›

TIMESHEET ENTRY ›

($) RECENT PAYMENTS ›

🔔 WHAT'S NEW ›

2. Select Check-In to begin your workday.

Check-In   Check-Out

3. If prompted, click '**Enable**' ESP location then '**Allow**' to record your location when you check-in.

Enable Your Location

This app requires the location services to be enabled in order to check in/out.

Enable

Not Now

ihss.ca.gov wants to   ✕

📍 Know your location

Allow   Block

4. A list of recipient(s) will be displayed. **Select the recipient** you are checking in for. **Select the Location**: Home or Community, where you are starting your workday. Then click on the **Check-In** button.
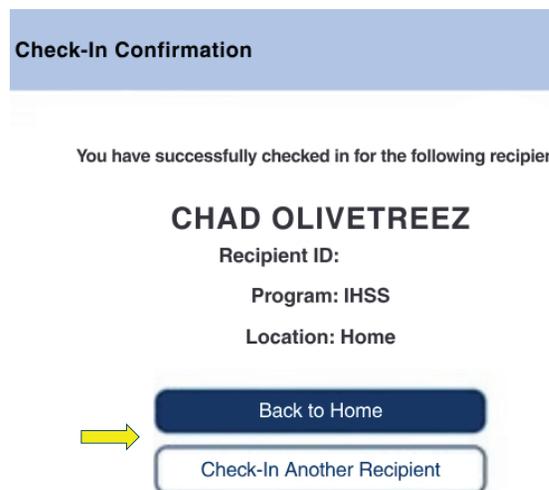
← Check-In

Select a Recipient to check in:

CHAD OLIVETREEZ

Location:
◉ Home
◯ Community
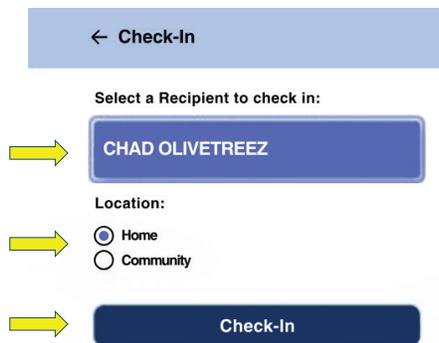
Check-In

5. Select 'Yes' to confirm check-in for the recipient shown.

Are you sure you want to check in for the below Recipient?

CHAD OLIVETREEZ

Recipient ID:

Program: IHSS

Location: Home

Yes   No

6. Congratulations! You have successfully Checked-In.

If you are starting your workday for multiple recipients at the same time, click **Check-In Another Recipient** and repeat steps 4-5. Otherwise, go **Back to Home.**

Check-In Confirmation

You have successfully checked in for the following recipient:

CHAD OLIVETREEZ

Recipient ID:

Program: IHSS

Location: Home

Back to Home

Check-In Another Recipient

How to Check-Out on the ESP:

1. On the ESP Home Screen, click **CHECK-IN/OUT.**

⊘ CHECK IN/OUT ›

2. Select CHECK-OUT to end your workday.

Check-Out