



Available Services



Consumer/
Client



Directed



Attendant/
Employee



Support



Services

Support services includes a wide range of services and supports that provide people with disabilities and those with long term care needs the ability to do things they would do for themselves if they did not have a disability. For the elderly and many people with disabilities, the key to living independently is having a personal attendant. Generally speaking, support services help persons with activities of daily living, health-related functions, and behavioral support. Support services may be provided through hands-on assistance, supervision, and cueing.

The CDASS program offers three categories of support services as outlined below:



Homemaker Services

Homemaker Services are general household activities provided by an Attendant in a Client's home to maintain a healthy and safe environment for the Client. Homemaker activities shall be applied only to the permanent living space of the Client and multiple Attendants may not be reimbursed for duplicating household tasks. Tasks may include the following activities or teaching of the following activities:



-  **Meal Preparation** includes all meals for the day, both main meals and snacks. This includes meal planning, diet preparation, packaging, and storing.
-  **Shopping** for necessary items to meet basic household needs for the Client.
-  **Floor Care** of the Client's main living area, including the bathroom and kitchen area. This includes sweeping, mopping, vacuuming, wiping, spot cleaning, and stain removal.
-  **Bathroom Cleaning** and maintaining of the toilet, bedpan, sink, counter, tub/shower and general bathroom area.
-  **Kitchen Cleaning** and maintenance of refrigerator and general kitchen area.
-  **Trash Removal** and collection in appropriate container.
-  **Dishwashing** includes wiping the counter, stovetop, microwave, and outside of kitchen appliances. Also includes loading and unloading of dishwasher and storing dishes.
-  **Bed Making** includes linen change.
-  **Laundry** includes washing and drying Client's linens and clothing.
-  **Dusting** includes dusting, wiping furniture, and wood care.

NOTE



CDASS provides three service categories: homemaker, personal care, and health maintenance. Tasks that fall outside of those categories cannot be billed through CDASS. For example, a CDASS attendant cannot bill for walking a dog or watering a lawn.

Personal Care

Personal Care services are furnished to an eligible Client in the Client's home to meet the Client's physical, maintenance, and supportive needs, including:



- 🍴 **Eating & Feeding** which includes assistance with eating by mouth using common eating utensils such as forks, knives, and straws.

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Respiratory Assistance with cleaning or changing oxygen equipment tubes, filling the distilled water reservoir, and moving the cannula or mask from the Client's face.
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Skin Care preventive in nature when skin is unbroken. This includes applying non-medicated/non-prescription lotion and sprays, rubbing reddened areas, and routine foot checks for Clients with diabetes.
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Bladder/Bowel Care
 - Assisting Clients to and from the bathroom.
 - Changing of incontinence clothing or pads.
 - Emptying Foley or suprapubic catheter bags only if there is no disruption of the closed system.
 - Emptying ostomy bags.
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Personal Hygiene
 - Bathing including washing, shampooing, and shaving.
 - Grooming.
 - Combing and styling hair.
 - Routine nail care
 - Basic oral hygiene and denture care.
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Dressing Assistance with ordinary clothing and the application of non-prescription support stockings and application of orthopedic devices such as splints and braces or artificial limbs.
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Transferring when the Client has sufficient balance and strength to assist with and can direct the transfer.
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Mobility includes ambulation, assistance with occasional help with stabilization and balance around standing, sitting, and walking.
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Positioning when Client can identify when the position needs to change. Includes full or partial assistance.
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Medication Reminders provided when Client can take medication without assistance. Medications are preselected by Client, family, or pharmacist and not stored in prescription bottle.
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Medical Equipment – cleaning and basic maintenance of durable medical equipment.
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Protective Oversight provided to prevent or mitigate disability related behaviors that may result in imminent harm to people or property.
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Accompanying Client on errands such as banking, household shopping, and medical appointments. Does not include companionship.

 **Bathing** includes full, partial, or cuing for assistance for shower, tub, sponge, or bed bath. Not skilled.

Health Maintenance

These are routine and repetitive health related tasks which are necessary for health and normal bodily functions that a person with a disability is unable to physically carry out. Services may include:



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Respiratory care including postural drainage, cupping, adjusting oxygen flow within established parameters, Suctioning of mouth and nose, nebulizers, ventilator and tracheotomy care and prescribed respiratory equipment.
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Nail Care in the presence of medical conditions that may involve peripheral circulatory problems or loss of sensation.
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Skin Care provided when the skin is broken or a chronic skin condition is active and could potentially cause infection. Skin care may include wound care, dressing changes, application of prescription medicine and foot care for people with diabetes when prescribed by a licensed medical professional.
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Mouth Care performed when:
 - There is injury or disease of the face, mouth, head or neck.
 - In the presence of communicable disease.
 - The Client is unconscious or oral suctioning is required.
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Dressing including the application of anti-embolic or other prescription pressure stockings and orthopedic devices such as splints, braces or artificial limbs if considerable manipulation is necessary.
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Feeding
 - When oral suctioning is needed on a standby or other basis.
 - When there is high risk of choking that could result in the need for emergency measures such as CPR or the Heimlich maneuver as demonstrated by a swallow study.
 - Syringe feeding.
 - Feeding using apparatus.
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Exercise prescribed by a licensed medical professional including passive range of motion.
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Transferring a Client when he/she is unable to assist or when the use of a lift such as a Hoyer is needed.
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Bladder Care when it involves disruption of the closed system for a Foley or suprapubic catheter, such as changing from a leg bag to a night bag and care of external catheters.
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Bowel Care provided to a Client including digital stimulation, enemas, care of ostomies and insertion of a suppository if the Client is unable to assist.
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Medical Management required by a medical professional to monitor blood pressure, pulses, respiratory assessment, blood sugars, oxygen saturations, pain management, intravenous or intramuscular injections.

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Medication Assistance that requires more than reminding. Includes putting medication in Client's mouth or hand and/or physical assistance to administer.
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Bathing Includes full or partial bath or cueing for assistance. Shower, tub, sponge, or bed bath include. Skilled care.
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Positioning considered skilled when the Client is not able to identify to the Attendant when the position needs to be changed. Skilled care required in conjunction with the positioning.
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Mobility considered skilled when skilled transfers are required in conjunction with the ambulation. Includes ambulation, assistance with daily living activities, occasional aid in stabilization, and balance around standing, sitting, and walking.
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Accompanying considered skilled when any of the tasks performed in conjunction with the accompanying are skilled as well. Includes going with the Client to errands such as banking, household shopping, and medical appointments. Does not include companionship.

CDASS replaces traditional home health services, so home health services cannot be provided in conjunction with CDASS, unless it is for acute care or hospice.

Determining Health Care Needs

Before you begin recruiting Attendants, think carefully about your needs. Careful planning in the beginning will be a big help, saving you time and frustration later.

When you and your Case Manager met prior to enrollment in CDASS to discuss your care needs, you were given a completed NORMS worksheet that lists the time allocated for each task on your care plan. At the bottom of that worksheet, you will find the total number of hours allocated for each of the three categories of CDASS tasks (Homemaker, Personal Care, and Health Maintenance). Use the Task Worksheet on the following page to make a complete list of all your needs.

Please note: When tasks from more than one service category (Homemaking, Personal Care, and Health Maintenance) are provided in a single shift, the times worked for each task must be split up into the respected categories. For example:

If an Attendant in a three (3) hour shift is doing homemaking and personal care, the time worked needs to be indicated correctly on the time sheet; such as thirty (30) minutes homemaker and two and a half hours, which is 150 minutes personal care.

Attendant/Employee Tasks

A list is a handy reference tool when you are talking with potential Attendants. You can use the Task Worksheet on the next page to help with scheduling.

NOTE



CDASS is intended to meet only the needs of the Medicaid Client. As such, CDASS cannot be used for anyone else living in the home. For Example, a CDASS Attendant cannot cook a meal for everyone living in the home, only for the Client.

PERSONAL FEATURE: William Boswell, El Paso County

CDASS has changed the quality of my life dramatically. Because of my significant disability, Cerebral Palsy, and the physical needs associated with it, I require assistance with communication, physical support, and medical support. Before CDASS, my care was inconsistent, which led to multiple hospitalizations.

There were significant restrictions in my life when I received services through a home care agency. The staff that the agency sent was based on whoever they had available, regardless of whether or not that staff know my communication system, individual routine, medical protocols or preferences for support. The CDASS model allows me to supervise the people I hire to ensure the consistent quality of my care and support. My attendants are trained to provide care that is customized to the specific instructions of my doctor and provide consistency for my medical and personal needs in the ways that work best for me.

Because of supports through CDASS, I am able to fully participate and contribute in the community. For example, during the past four years, I have been co-teaching a graduate level class at the University of Colorado-Colorado Springs. CDASS has been essential in revitalizing my independence. With the help of CDASS I have significantly increased control over my life.

Task Worksheet

Client Name			State ID			Date		
Home Maker	Norm	Min /Wk	Personal Care	Norm	Min /Wk	Health Maint.	Norm	Min /Wk
Floor Care	15 min/ rm		Eating	30 min/ meal		Skin Care	IND	
Bathroom	45 min/ wk		Respiratory Assistance	30 min/ wk		Nail Care	30 min/ wk	
Kitchen	35 min/ wk		Skin Care Maint.	35 min/ wk		Mouth Care	105 min/ wk	
Trash	35 min/ wk		Bladder/ Bowel	10 min/ each time		Dressing	210 min/ wk	
Meal Prep	420 min/wk		Hygiene	420 min/wk		Feeding	IND	
Dusting	30 min/ wk		Dressing	210 min/ wk		Exercise	IND	
Dish Washing	140 min/ wk		Transfers	5 min/ each time		Transfers	15 min/ each time	
Laundry	20 min/ load		Mobility	5 min/ each time		Bowel	IND	
Shopping	120 min/ wk		Positioning	15 min/ 2 hr		Bladder	IND	
Bed Making	35 min/ wk		Medication Reminders	5 min/ each time		Medical Management	10 min duration	
			Medical Equipment	60 min/ wk		Respiratory Care	IND	
			Protective Oversight	IND		Medication Assistance	5 min/ each time	
			Accompany	IND		Bathing	IND	
			Bathing	IND		Positioning	15 min/ 2 hr	
						Mobility	5 min/ each time	
						Accompany	IND	
Total Min/ Wk			Total Min/ Wk			Total Min/ Wk		
		÷ 60			÷ 60			÷ 60
Total Hrs/ Wk			Total Hrs/ Wk			Total Hrs/ Wk		
IND = Time required to complete is individualized or as prescribed by physician or therapist								

It is a requirement of CDASS that you have at least two Attendants. This is intended to help insure you have options for backup and emergency coverage. You also have more choice and flexibility in your scheduling.

Extraordinary Care Required When a Family Member is an Attendant

CDASS allows a Client the flexibility of hiring friends and family members to provide his or her Personal Care, Homemaker, and Health Maintenance services. The Client can choose to pay a member of his or her household to provide extraordinary care only. Extraordinary care is care that exceeds the range of care that a family member would ordinarily perform in the household on behalf of a person without a disability.

This is determined by the Case Manager, who assesses whether the care to be provided exceeds the range of care that a family member would ordinarily perform in the household on behalf of a person without a disability or chronic illness of the same age. The Case Manager must answer the question - Is care necessary to assure the health and welfare of the Client and avoid institutionalization?

A family member providing Extraordinary Care:

- May be employed in CDASS and supervised by the Client and/or Authorized Representative (AR).
- Should be documented as a care provider on the Attendant Support Management Plan (ASMP).
- Must complete all necessary Attendant employment paperwork required by the FMS provider.
- Will be reimbursed at an hourly rate.
- Will not be reimbursed for more than 40 hours in a 7 day work week. A work week is defined as Sunday to Saturday.



SUMMARY



Section 3: Available Services

- There are three categories of services in CDASS:
 - Personal Care Services are provided in a Client’s home to meet physical, maintenance and support needs.
 - Health Maintenance Services are routine and repetitive health related tasks which are necessary for health and normal bodily functions that a person with a disability is unable to physically carry out. Health maintenance tasks are usually considered “skilled care tasks,” and are provided by a nurse, CNA, or other trained individual.
 - Homemaker Services are general household activities provided in the permanent living space of a Client’s home to maintain a healthy and safe environment for the Client.

- Services are intended for the Client only and not for other members of a household.

- When tasks from more than one service category (Homemaking, Personal Care, and Health Maintenance) are provided in a single shift, the times worked for each task must be split up into the respected categories)

- Together, you will complete the Task Worksheet with your Case Manager to determine which services and at what frequency you are eligible for.

- You must have an employment relationship with at least two approved Attendants.

- You have the flexibility to hire family and friends.
 - Family and Friends provide Extraordinary Care that is outside of what a friend or family member would typically do to support each other.
 - Hours provided by family cannot exceed 40 hours in a work week.