



## Attendant Rate Setting Guidance

CDASS empowers you to create and manage a budget. Your budget is based on the task worksheet completed with your Case Manager. As the legal employer of record you are responsible for setting pay rates for the attendants you choose to hire. This may also involve negotiating a rate with your attendants. This guide provides an overview of considerations for setting rates and the impact it will have on your CDASS budget.

It is important to set attendant rates that attract and retain quality employees while staying within your designated budget.

### Tips when setting rates of pay:

- Wages must be between the Colorado State Minimum wage and the Medicaid Maximum wage \*
- Consider budgeting for periodic raises to motivate attendants
- Evaluate the experience and skills of an attendant. An attendant with more experience or specialized skills may warrant an increased rate
- A higher rate may make a shift that is shorter, early morning or late in the day more appealing
- Geographic locations or distance may be more attractive to an attendant by offering a higher rate of pay

### Suggested rate development steps:

1. Reference your CDASS Monthly Allocation worksheet for the total number of hours needed each week for your care.
2. Multiply your total care hours by 4.3 (average number of weeks in a month) to calculate the total number hours per month
3. Divide your Monthly Allocation amount by your total number of hours per month
4. This wage can be used as a guideline to determine how much you can afford to pay your attendants at your current hour allotment



- Review your chosen FMS provider's "Cost to You" sheet to determine the total rate of pay which includes required payroll taxes; FICA, FUTA, and SUTA taxes, and worker's compensation. "Cost to You" worksheets can be found in your CDASS Manual, Section 5 or <http://consumerdirectco.com/wp-content/uploads/2014/05/Section-5.pdf>

**Example Scenario:** (Numbers below are for example only and do not reflect a specific person's allocated service amount)

### Step #1-

Reference your Monthly Allocation Worksheet provided by your Case Manager. A blank copy of this form can also be found at:

<http://consumerdirectco.com/case-manager-forms-resources/>

SERVICE	Weekly Hours of Service	Adjusted Hourly Rate	# of Weeks	CDASS Period Allocation	Daily Rate	Monthly Allocation
Homemaker	5.00	\$ 13.78	52.28571429	\$3,601.44	\$9.84	\$300.12
Personal Care	5.00	\$ 13.78	52.28571429	\$3,601.44	\$9.84	\$300.12
Health Maintenance	10.00	\$ 25.95	52.28571429	\$13,567.62	\$37.07	\$1,130.64
<b>Totals</b>	<b>20.00</b>			<b>\$20,770.50</b>	<b>\$56.75</b>	<b>\$1,730.88</b>

(Chart above is an example taken from the Monthly Allocation Worksheet)

Multiply your total weekly hours by 4.3 to determine the total monthly hours

$$20 \text{ hours} \times 4.3 \text{ weeks} = 86 \text{ hours per month}$$

### Step #2-

**Total Monthly Hours: 86**  
**Monthly Allocation: \$1,730.88**

$$\frac{\$1,730.88}{86 \text{ hours}} = \$20.12/\text{hour}$$

Divide your total monthly allocation by your total monthly hours. Use the rate as a guideline for how much you can afford to spend per hour



**Step #3-** Use the rate of \$20.12/hour from above as a guideline to check against your FMS provided “Cost to You” sheet and find a rate that will work for you and your attendants

As long as YOUR cost as the employer is equal to or less than \$20.12 per hour for each attendant, you will be within your monthly allocated amount for services (assuming you choose to utilize the designated 86 hours provided by your Case Manager)

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**You have the flexibility and responsibility to set attendant rates of pay and determine the number of hours you use within your monthly budget allocation.**

For additional guidance and questions, please contact Consumer Direct Colorado and/or your selected FMS provider.

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