

# *Introduction to Consumer Directed Attendant Support Services (CDASS)*

SLS- Client General Information Sessions

Presented by Consumer Direct Colorado - Training and Operations Vendor

February 2018

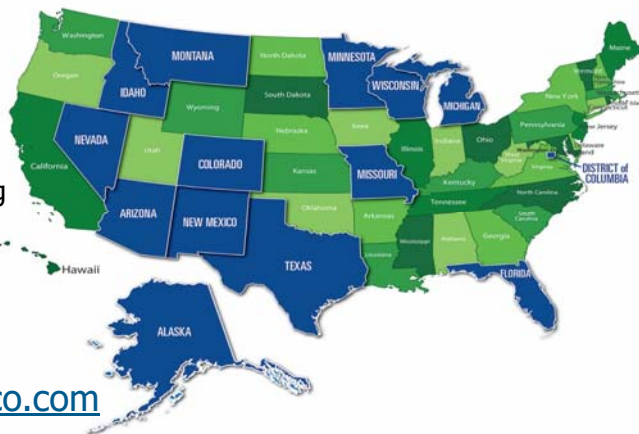


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## *Consumer Direct Colorado (CDCO)*

- Who We Are
- Our Role
  - Client and Authorized Representative Training
  - Case Manager Training
  - Resources & Customer Service Support



[www.consumerdirectco.com](http://www.consumerdirectco.com)

- Resources & Forms
- Training Calendar
- Program Updates (News)



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## *Consumer Direction*

- Consumer directed service models exist nationwide and every state has at least one.
- Colorado's program is called "CDASS"
- Principals of Self-Determination

**FREEDOM**

**AUTHORITY**

**SUPPORT**

**RESPONSIBILITY**

**CONFIRMATION**



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## *History of CDASS*

- Colorado Consumer Directed Attendant Support Services (CDASS) was established in 2002
- Enables Home and Community Based Services (HCBS) waiver recipients the opportunity to direct their care and have full control over their attendant support services.
- Originally implemented in two waivers: Home and Community Based Services for the Elderly Blind and Disabled (EBD) and Community Mental Health Supports (CMHS) waivers



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## *CDASS Today*

- CDASS is currently available in four HCBS waivers:
  - Elderly, Blind and Disabled (EBD)
  - Community Mental Health Supports (CMHS)
  - Brain Injury (BI)
  - Spinal Cord Injury (SCI)
- Provides three services:
  - Homemaker, Personal Care, and Health Maintenance Activities
- Available throughout Colorado



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## *Expansion of CDASS*

- The Department is in the process of expanding CDASS to the HCBS-Supported Living Services (SLS) waiver
  - Implementation of this new service delivery option will:
    - Provide a self-direction option for individuals with Intellectual and Developmental Disabilities (I/DD) in the HCBS-SLS waiver
    - Address provider access concerns in rural areas
    - Allow individuals to have greater choice and control of services and supports received
- Enhanced Homemaker will be included (SLS waiver only)



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## *CDASS Basics*

- CDASS empowers individuals by:
  - Increasing independence and self-sufficiency
  - Offering greater control over attendant care
  - Improving the quality of services and supports
  - Enabling a healthier and more productive life
  - Providing greater flexibility and control in managing support needs



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## *CDASS Authorized Representative*

- A CDASS Authorized Representative is defined as:
  - An individual designated by the client or the legal guardian, if appropriate, who has the judgement and ability to direct CDASS on a client's behalf and meets the qualifications
- An Authorized Representative (AR) **cannot** receive reimbursement for Authorized Representative services and **cannot** be reimbursed for CDASS as an attendant for a participant they represent.

**The CDASS AR has different roles and responsibilities than a Client Representative that is currently utilized in SLS**



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## *Client Representatives VS CDASS Authorized Representative*

- **Client Representative** means a person who is designated by the client to act on the client's behalf. A client representative may be: (a) a legal representative including, but not limited to a court-appointed guardian, a parent of a minor child, or a spouse; or, (b) an individual, family member or friend selected by the client to speak for and/or act on the client's behalf. Defined by 10 CCR 2505-10 §8.500.90
- An individual that is the client representative for SLS services can also be the CDASS AR or a different individual can be selected, if AR requirements are met
- If a different individual from client representative is selected as the CDASS AR:
  - The CDASS AR does not have authority to represent the client outside of CDASS
  - The client representative does not have authority to manage AR roles and responsibilities in CDASS
  - A client representative can be a paid attendant



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## *Authorized Representative Requirements*

- The Authorized Representative must meet the following criteria on the screening questionnaire, which includes, but is not limited to:
  - Must be at least 18 years old
  - Must have known the person for **at least two years**
  - Must not have been convicted of any crime involving exploitation, abuse or assault on another person
  - Must not have a mental, emotional, or physical condition that could result in harm to the eligible person

**The Client/AR must have at least two CDASS attendants at all time, one can be a backup.**



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## CDASS in the HCBS-SLS waiver

| <b>CDASS: Services Allowable Within the Support Plan Authorization Limit (SPAL)</b>   | <b>CDASS: Service Allowable Outside of the SPAL &amp; the Overall HCBS-SLS Waiver Cap of \$47,054.32</b>   |
|---|--|
| <ul style="list-style-type: none"> <li>➤ Personal Care Services</li> <li>➤ Homemaker Services</li> <li>➤ Enhanced Homemaker Services</li> </ul> | <ul style="list-style-type: none"> <li>➤ Health Maintenance Activities                             <ul style="list-style-type: none"> <li>▪ CDASS waives aspects of the Nurse Practice Act allowing attendants to provide services without licensure or certification</li> </ul> </li> </ul> |

## CDASS Service Categories

### Two Possible Budgets

-  Homemaker
-  Homemaker Enhanced
-  Personal Care
-  Health Maintenance



SPAL Budget



HMA Budget

- **"Budget 1"** is your **SPAL budget** (Service Plan Authorization Limit). The SPAL budget includes all Homemaker, Homemaker Enhanced and Personal Care services. Services in your SPAL budget count against your overall waiver cap.
- **"Budget 2"** is your **HMA budget** (Health Maintenance Account). The HMA budget is for Health Maintenance services. This budget is outside your SPAL and does not count towards your overall waiver cap.

## CDASS Service Categories

**Homemaker Services**

**Homemaker Services** are general household activities provided by an Attendant in your home to maintain a healthy and safe environment for you.

### Homemaker Enhanced

**Habilitative Services** includes direct training and instruction to the client in performing basic household tasks including cleaning, laundry, and household care which may include some hands-on assistance by performing a task for the client or enhanced prompting and cueing; primary intent is increasing independence.

**Extraordinary Cleaning** includes tasks that are beyond routine sweeping, mopping, laundry or cleaning and require additional cleaning or sanitizing due to the client's disability.

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## CDASS Service Categories

**Personal Care Services**

**Personal Care** services are provided in your home, or in the community, to meet your physical, maintenance, and supportive needs.

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# CDASS Service Categories



**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.

# Task Worksheet

Client/AR will work with their Case Manager to determine what tasks they are approved for and what the allocation will be. The Case Manager will complete the CDASS Task Worksheet and provide the client/AR with a copy.

| CLIENT NAME         | STATE ID   |        |                        |          | DATE   |                                  |                  |        |                       |                 |        |
|---------------------|------------|--------|------------------------|----------|--------|----------------------------------|------------------|--------|-----------------------|-----------------|--------|
|                     | Norm       | Min/Wk | Enhanced Homemaker     | Norm     | Min/Wk | Personal Care                    | Norm             | Min/Wk | Maintenance           | Norm            | Min/Wk |
| Floor Care          | 15min/room |        | Habilitation           | IND      |        | Eating                           | 30min/meal       |        | Skin Care             | IND             |        |
| Bathroom            | 45min/hk   |        | Extraordinary Cleaning | IND      |        | Respiratory Assistance           | 30min/hk         |        | Nail Care             | 30min/hk        |        |
| Kitchen             | 35min/hk   |        |                        |          |        | Skin Care Maintenance            | 35min/hk         |        | Mouth Care            | 105min/hk       |        |
| Trash               | 35min/hk   |        |                        |          |        | Bladder/Bowel                    | 10min/each time* |        | Dressing              | 210min/hk       |        |
| Meal Prep           | 420min/hk  |        |                        |          |        | Hggiene                          | 420min/hk        |        | Feeding               | IND             |        |
| Dishwashing         | 140min/hk  |        |                        |          |        | Dressing                         | 210min/hk        |        | Exercise              | IND             |        |
| Bed Making          | 35min/hk   |        |                        |          |        | Transfers                        | 5min/each time   |        | Transfers             | 15min/each time |        |
| Laundry             | 20min/load |        |                        |          |        | Mobility                         | 5min/each time   |        | Bowel                 | IND             |        |
| Dusting             | 30min/hk   |        |                        |          |        | Positioning                      | 15min/2 hours    |        | Bladder               | IND             |        |
|                     |            |        |                        |          |        | Medication Reminders             | 5min/each time   |        | Medical Management    | 10min duration  |        |
|                     |            |        |                        |          |        | Medical Equipment                | 60min/hk         |        | Respiratory Care      | IND             |        |
|                     |            |        |                        |          |        | Menu Planning & Grocery Shopping | 180/hk           |        | Medication Assistance | 5min/each time  |        |
|                     |            |        |                        |          |        | Money Management                 | 60/hk            |        | Bathing               | IND             |        |
|                     |            |        |                        |          |        | Accompanying                     | IND              |        | Positioning           | 15min/2 hours   |        |
|                     |            |        |                        |          |        | Bathing                          | IND              |        | Mobility              | 5min/each time  |        |
|                     |            |        |                        |          |        |                                  |                  |        | Accompanying          | IND             |        |
| <b>Total Min/Wk</b> | <b>0</b>   |        | <b>Total Min/Wk</b>    | <b>0</b> |        | <b>Total Min/Wk</b>              | <b>0</b>         |        | <b>Total Min/Wk</b>   | <b>0</b>        |        |

IND = Time required to complete task is individualized or as prescribed by physician or therapist

**Total Hrs/Wk: 0.00      Total Hrs/Wk: 0.00      Total Hrs/Wk: 0.00      Total Hrs/Wk: 0.00**

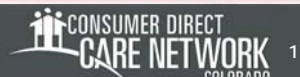


## *Key Players in CDASS*

- There are a number of key players who contribute to the success of CDASS. These key players include:
  1. Client or Authorized Representative
  2. Case Manager (CM)
  3. Consumer Direct Care Network Colorado (Consumer Direct/CDCO)
    - Training Coordinator
    - Peer Trainer
  4. Financial Management Service (FMS) Provider
  5. Department of Health Care Policy and Financing (the Department)



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## *Client/AR Responsibilities*

- Work closely with Case Manager to determine the amount of services needed to support assessed needs
- Participate in CDASS training
- Hiring, training, and managing Attendants of their choice to best fit their unique needs
- Manage budgets to stay within their monthly allocations
- Client/AR is the legal employer of record and managing employer

**A client representative cannot perform these responsibilities unless also identified as the AR and has completed training**



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## *CDASS Attendant Requirements*

- Client/AR must follow all state and federal laws and regulations regarding hiring an attendant
- All CDASS attendants must meet the following:
  - Must be at least 18 years old
  - Must pass both a criminal background check and Board of Nursing background check to be employable
- Family Members
  - Limited to 40 hours in a 7 day period (Sunday-Saturday)
  - Limited to "extraordinary care"
- Non-family Members
  - Any amount of time over 40 hours in a 7 day period (Sunday-Saturday) or 12 hours in a day must be paid overtime wages



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## *Training and Operations Vendor*

- Consumer Direct Colorado (CDCO) will:
  - Contact client/AR to schedule training following receipt of referral from case manager
  - Provide training materials for the CDASS Program
  - Send completed Attendant Support Management Plan (ASMP) to CM for approval
  - First point of contact for general questions regarding CDASS
  - Conducts case management training
  - Maintains Attendant Registry



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## *Financial Management Service Providers*

- The client/AR has the option to select from three Financial Management Service (FMS) Providers contracted by the Department:
  - Aces\$
  - Morning Sun
  - PPL Colorado



MORNING SUN



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## *FMS Provider Role*

- Required attendant paperwork
- Processing payroll
- File taxes and issue W-2's to attendants
- Worker's Compensation
- Assist in establishing client or Authorized Representative as the employer of record
  - Federal Employer Identification Number (FEIN)
- Allocation tracking
  - Issues client account expenditure to the client/AR and case manager



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## *Fiscal Employer Agent (F/EA)*

- FMS provider functions as the Fiscal/Employer Agent
  - Performs payroll and administrative functions
  - FMS providers ensures worker’s compensation coverage
- Client or AR is the employer of record and managing employer providing greater flexibility, control, and responsibility
  - Decision-making authority to recruit, interview, hire, train, and when necessary, terminate attendants



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## *FMS Contact Information*



### **ACES\$**

Phone: 720-465-6405  
Toll Free Phone: 844-776-7595  
Website: [www.mycil.org](http://www.mycil.org)  
Email: [secureco@mycil.org](mailto:secureco@mycil.org)



**MORNING SUN**

### **Morning Sun Financial Services**

Toll Free Phone: 844-450-5444  
Website: [www.morningsunfs.com](http://www.morningsunfs.com)  
Email: [ms-cotransition@morningsunfs.com](mailto:ms-cotransition@morningsunfs.com)



### **PPL**

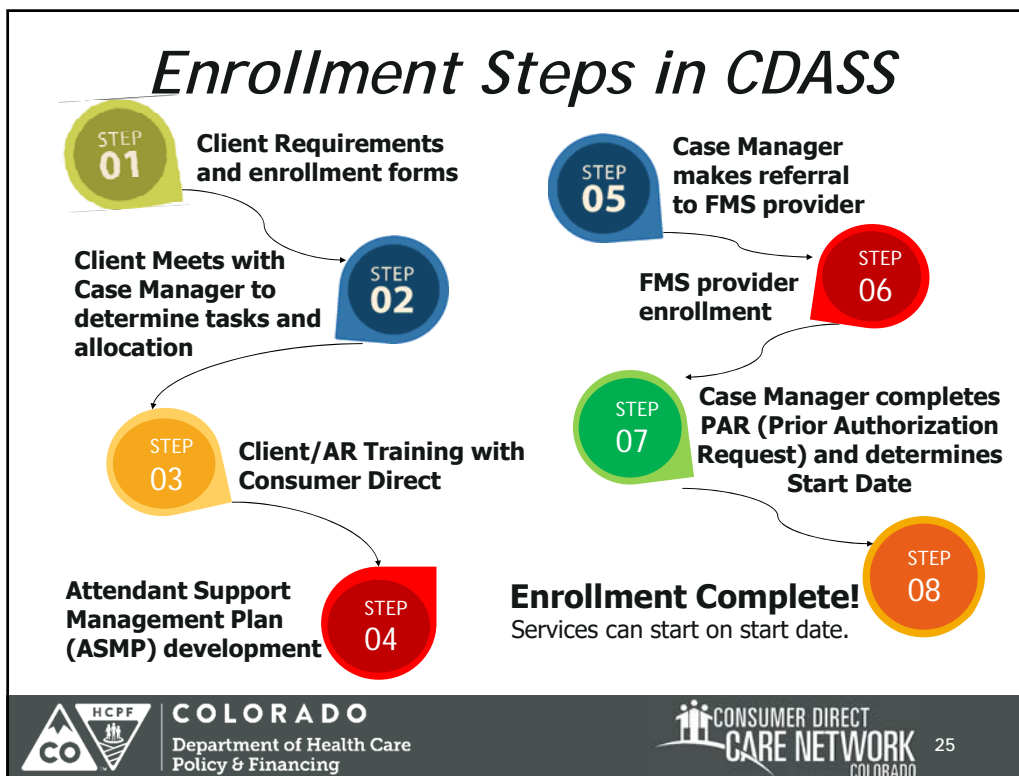
Toll Free Phone: 888-752-8250  
Website: [www.publicpartnerships.com/cofacts](http://www.publicpartnerships.com/cofacts)  
Email: [ppcdass@pcgus.com](mailto:ppcdass@pcgus.com)



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## What's Next After CDASS is Available?

|  |  |
|--|--|
| I am ready to enroll                                     | Contact your Case Manager to start the enrollment process!   |
| I want to think about it more                            | There is no time limit to enroll. You can take as much time as you need and contact your Case Manager. |
| I have more CDASS questions                              | Contact Consumer Direct Colorado   |
| I have questions about my SPAL and other waiver services | Contact your Case Manager  |

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## *Training and Operations Contact Information*



Consumer Direct Care Network Colorado (CDCO)

Toll Free: 844-381-4433

Website: [www.consumerdirectco.com](http://www.consumerdirectco.com)

Email: [InfoCDCO@consumerdirectcare.com](mailto:InfoCDCO@consumerdirectcare.com)



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## *Questions or Concerns?*



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