



# Being a CDASS Attendant



## What is CDASS?

CDASS is an option for some Health First Colorado members on a qualifying waiver who want to direct their own care. It stands for Consumer Directed Attendant Support Services. This brochure answers common questions about CDASS rules and working as a CDASS attendant.

## Are CDASS Attendants regular paid employees?

Yes. Being a CDASS attendant is like any other job with one notable difference: you are paid from a pool of Health First Colorado funds available to your client/employer. These funds are handled by a Financial Management Services (FMS) provider. CDASS attendants are considered common law employees, and not independent contractors.

**CDASS:** Consumer Directed Attendant Support Services. An option on some qualifying Health First Colorado waivers where members can direct their own care.

**FMS Provider:** Financial Management Service provider. They handle pay, taxes and workman's compensation insurance.

**Client:** A person who receives services. They are the legal employer unless an AR is acting on their behalf.

**AR:** Authorized Representative. An individual who manages CDASS on another's behalf. They become the legal employer.

## Who is my employer?

Your client or their authorized representative is your legal employer. As your employer, they handle all aspects of hiring, managing, and training. They are referred to as your **employer** throughout this document.

## How much will I get paid?

Your employer sets rates of pay for attendants based on their budget. When you are hired your employer will discuss and set an hourly rate (or rates) of pay with you, which must conform to Colorado labor laws and be no less than minimum wage.

## Who will process my paycheck? Payroll taxes?

Your employer's FMS will process your employee packet (including your W-4) and then process timesheets, issue paychecks, and ensure proper tax withholdings.

## What kind of work will I do as a CDASS Attendant?

CDASS offers a variety of tasks in the categories of *Homemaking*, *Personal Care*, and *Health Maintenance* (skilled care). A Case Manager determines which tasks your client is eligible for and completes a task worksheet to capture their needs. Tasks may include things like- meal preparation, light housekeeping, assistance with activities of daily living, medication assistance, skin care and more.

## Are there tasks that are not covered?

CDASS is only intended to meet the needs of the client and cannot be used for others who may be in the same household or family of the client. Only the tasks approved on the task worksheet by the client's case manager can be compensated for under CDASS. Pet care, lawn care, and snow removal are a few items that are not covered under CDASS and time cannot be billed for.

## Will I have to complete a criminal background check?

This is done by the FMS provider on behalf of your employer. They complete a criminal background, board of nursing, and office of inspector general check. There is a list of barrier crimes in the state of Colorado which render attendants with a conviction unemployable in CDASS. For more information speak with your employer, their FMS provider, or Consumer Direct Colorado at (844) 381-4433.

## Will I have access to health insurance plans?

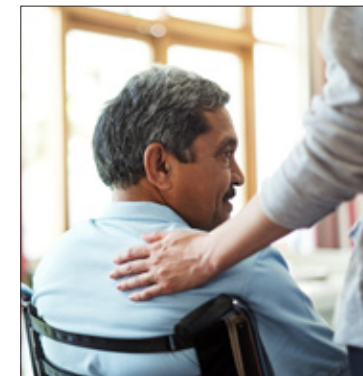
No, CDASS does not offer health insurance plan options to attendants.

## What if I need time off? How are my shifts scheduled?

You work with your employer to determine your schedule and availability, and your employer makes final decisions regarding time off and vacation. CDASS clients are required to keep two attendants. This ensures their care is maintained if you are sick and unable to work. Per CDASS rules, all time off is unpaid.

## My client wants to teach me to do their wound care but I am not a certified nurse's assistant (CNA), is this ok?

Yes. In CDASS, aspects of the Nurse Practice Act are waived, allowing clients to train attendants on completing their care needs. Even *Health Maintenance* or skilled care can be performed by an unlicensed attendant so long as the client has trained them and validated their skills.



### Am I eligible to receive overtime pay?

It depends. If you are performing CDASS services for a family member, you are limited to 40 hours in a single work week (Sunday-Saturday). You may work for non-family employers more than 40 hours if scheduled by your employer. Anything over 40 hours in a single work week or 12 hours in a day is compensated at an overtime rate of time and a half.

### Who do I contact if I have a question about my pay?

You should start by speaking with your employer to troubleshoot any issues and determine next steps. They may reach out to their FMS provider with questions, or they may direct you to call the FMS provider.

### What if I no longer want to work for my client?

As a common law employee you can terminate your employment or quit at any time. Clients on CDASS depend on their attendants for essential care that keeps them healthy and out of a facility or hospital. It can be a timely process to recruit, hire the right person, and train them. If possible, please give adequate advanced notice when leaving your job. While two weeks is standard in many industries, for these roles 30 days or more is greatly preferred.

### Can I be paid while the client is hospitalized or in a facility?

If your client is admitted to the hospital, a nursing facility, or any kind of institution **services cannot be provided**. This kind of billing is against the rules of CDASS and is considered **fraudulent**.

### What happens if I get hurt on the job?

If you are injured on the job you should report your injury to the client/employer within 4 days of the injury. Your employer should report it to the FMS provider 24 hours thereafter. You can also report the injury to the FMS provider. The FMS provider ensures all attendants have workers' compensation coverage in case something should happen.

## Attendant Contact Sheet

*Tear and save this segment. Check the reverse for commonly asked questions after being hired as an CDASS attendant.*

### My client/employer's phone numbers

Cell: -----

Home: -----

Other: -----

### and their FMS is

- Acumen Fiscal Agent . . . . . 833-277-1615
- Palco . . . . . 866-710-0456
- Public Partnerships (PPL) . . . . . 888-752-8250

### Who do I contact with questions?

#### Client/Employer

- |  |   |
|--|---|
| <input type="checkbox"/> Questions about your schedule.      | <input type="checkbox"/> Requests for vacation, time off, substitution and sickness |
| <input type="checkbox"/> Performance evaluations and raises. | <input type="checkbox"/> Questions about training.                                  |

#### FMS

- |  |  |
|--|--|
| <input type="checkbox"/> Payroll and timesheet issues and questions. | <input type="checkbox"/> Concerns about and reporting suspected abuse, neglect or fraud. |
| <input type="checkbox"/> W2s and tax related questions.              |  |

## Additional Resources

More information can be found online at the following resources:



<https://www.colorado.gov/hcpf>



<https://www.colorado.gov/pacific/hcpf/consumer-directed-attendant-support-services>



[www.ConsumerDirectCO.com](http://www.ConsumerDirectCO.com)  
(844) 381-4433