

C Consumer
 D Directed
 A Attendant
 S Support
 S Services

For the elderly and many people with disabilities, the key to living independently is having a personal attendant. Support services help persons with activities of daily living, health-related functions, and behavioral care. Support services may be provided through hands-on assistance, supervision, and cueing.

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



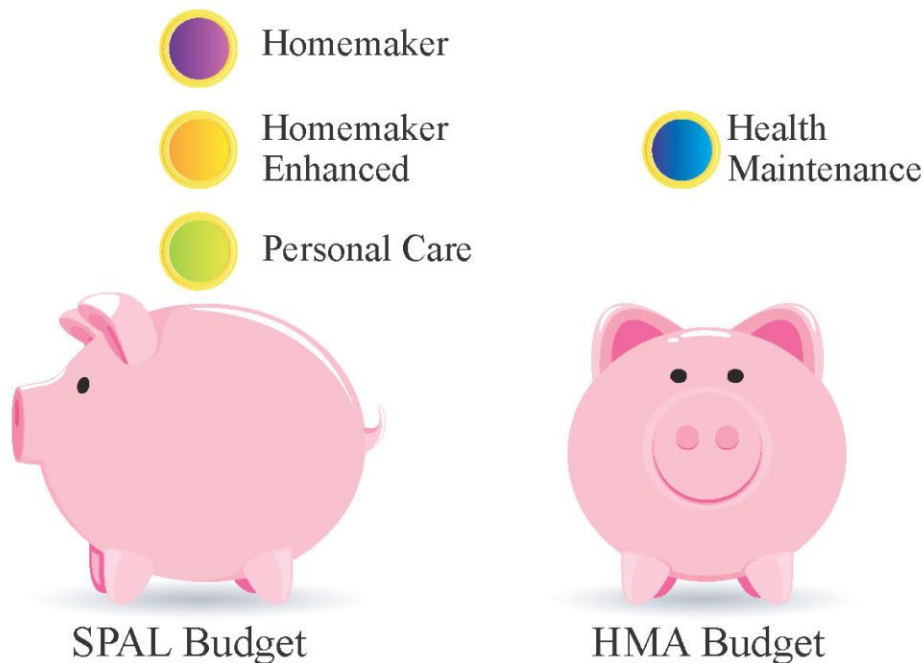
Two Possible Budgets

With SLS-CDASS you may have two budgets that you're responsible for managing:

- **“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.

It is extremely important that your timesheets document the amount of services used for each support category. This documentation will help so that you do not exceed any spending limits.

Two Possible Budgets












Now let's take a more in-depth look at each of the service support categories and the tasks that fall in each.

Homemaker Services (SPAL Budget)

Homemaker Services are general household activities provided by an Attendant in your home to maintain a healthy and safe environment for you. Homemaker activities shall be applied only to your primary living space, 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.
-  **Floor Care** of your 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. This includes loading and unloading of dishwasher and storing dishes.
-  **Bed Making** includes linen change.
-  **Laundry** includes washing and drying your linens and clothing.
-  **Dusting** includes dusting, wiping furniture, and wood care.

NOTE



CDASS provides four service categories: Homemaker, Homemaker Enhanced, 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.



Homemaker Enhanced Services (SPAL Budget)

Clients that qualify for the Supported Living Services waiver, SLS, can also receive services that are either habilitative or extraordinary cleaning.

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.

Personal Care (SPAL Budget)

If you are eligible, Personal Care services are provided in your home, or in the community, to meet your physical, maintenance, and supportive needs. These services are counted against your SPAL and include:



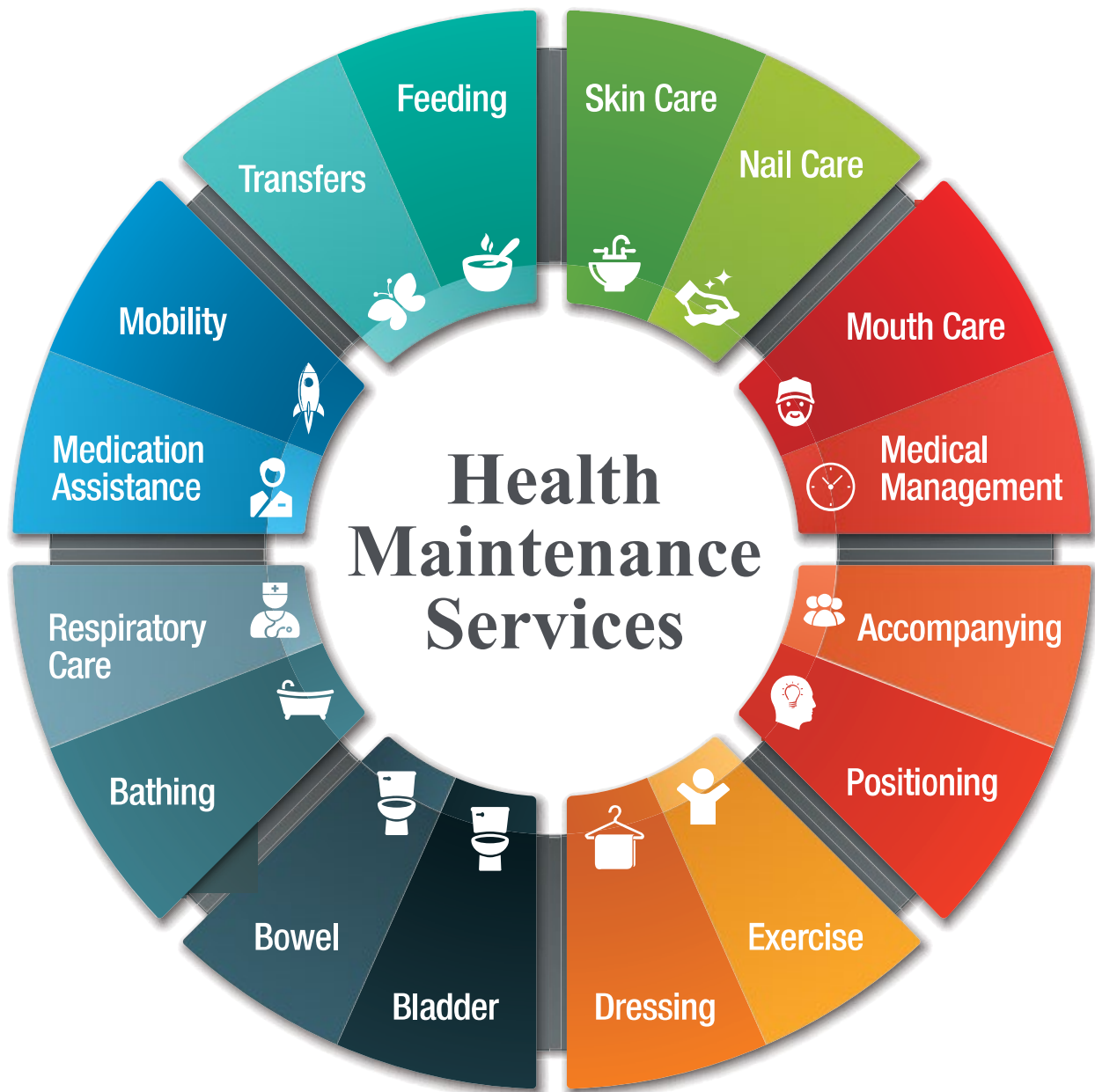
-  **Eating & Feeding** which includes assistance with eating by mouth using common eating utensils such as spoons, forks, knives, and straws.
-  **Respiratory Assistance** with cleaning or changing oxygen equipment tubes, filling distilled water reservoir, and moving a cannula or mask from or to your face.
-  **Skin Care** preventive in nature when skin is unbroken. This includes applying non-medicated/non-prescription lotion, sprays, and/or solutions, and monitoring for skin changes.
-  **Bladder/Bowel Care**
 - Assisting you to and from the bathroom.
 - Assistance with bed pans, urinals, and commodes.
 - Changing of incontinence clothing or pads.
 - Emptying Foley or suprapubic catheter bags, but only if there is no disruption of the closed system.
 - Emptying ostomy bags.
 - Perineal care.
-  **Personal Hygiene**
 - Bathing including washing and shampooing.
 - Grooming.
 - Shaving with an electric or safety razor.
 - Combing and styling hair.
 - Filing and soaking nails.
 - Basic oral hygiene and denture care.
-  **Dressing Assistance** with ordinary clothing and the application of non-prescription support stockings, braces and splints; and the application of artificial limbs when you are able to assist or direct.
-  **Transferring** when you have sufficient balance and strength to reliably stand and pivot and assist with the transfer. Adaptive and safety equipment may be used in transfers, provided that you and your Attendant are fully trained in the use of the equipment and the client can direct and assist with the transfer.
-  **Mobility** assistance when you have the ability to reliably balance and bear weight or when you are independent with an assistive device.
-  **Positioning** when you are able to verbally or non-verbally identify when your position needs to be changed, including simple alignment in a bed, wheelchair, or other furniture.







- 🕒 **Medication Reminders** when the medications have been preselected by you, a Family Member, a nurse or a pharmacist, and the medications are stored in containers other than the prescription bottles, such as medication minders and:
 - Medication minders are clearly marked with the day, time, and dosage and kept in a way as to prevent tampering.
 - Medication reminding includes only inquiries as to whether medications were taken, verbal prompting to take medications, handing the appropriately marked medication minder container to the client and opening the appropriately marked medication minder if you are unable to do so independently.
- 🗨️ **Medical Equipment** – cleaning and basic maintenance of durable medical equipment.
- 🛒 **Menu Planning & Shopping** – are activities to secure grocery related items to meet an individual's needs, and/or assisting the individual in developing a plan for each meal and snacks for the week.
- 👥 **Accompanying** includes going with you, as indicated in the care plan, to medical appointments and errands, such as banking and household shopping. Accompanying you to provide one or more personal care services as needed during the trip. Attendant may assist with communication, documentation, verbal prompting, and/or hands-on assistance when tasks cannot be completed without the support of the Attendant.
- 🛀 **Bathing** includes unskilled full, partial, or cuing for assistance for shower, tub, sponge, or bed bath.
- 💰 **Money Management** is assistance with planning, managing, or budgeting the client's finances.



Health Maintenance (HMA Budget)

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. These services fall outside of your SPAL. Services may include:



-  **Respiratory Care** including postural drainage, cupping, adjusting oxygen flow within established parameters, suctioning of mouth and nose, nebulizers, ventilator and tracheotomy care and assistance with set-up and use of respiratory equipment.
-  **Nail Care** in the presence of medical conditions that may involve peripheral circulatory problems or loss of sensation, including soaking, filing, and trimming.
-  **Skin Care** provided when skin is broken or a chronic skin condition is active and could potentially cause infection and you are unable to apply creams, lotions, sprays, or medications independently due to illness, injury or disability. 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.
-  **Mouth Care** performed when health maintenance level skin care is required in conjunction with the task, or:
 - There is injury or disease of the face, mouth, head or neck.
 - In the presence of communicable disease.
 - When you are unable to participate in the task.
 - Oral suctioning is required.
 - There is decreased oral sensitivity or hypersensitivity.
 - You are at risk for choking and aspiration.
-  **Dressing** performed when health maintenance-level skin care or transfers are required in conjunction with the dressing, or:
 - You are unable to assist or direct care.
 - Assistance with the application of prescribed anti-embolic or pressure stockings is required.
 - Assistance with the application of prescribed orthopedic devices such as splints, braces, or artificial limbs is required.
-  **Feeding** is considered a health maintenance task when you require health maintenance-level skin care or dressing in conjunction with the task, or:
 - When oral suctioning is needed on a standby or intermittent basis.
 - You are on a prescribed modified texture diet.
 - You have a physiological or neurogenic chewing or swallowing problem.
 - Syringe feeding or feeding using adaptive utensils is required.

- Oral feeding when you are unable to communicate verbally, non-verbally or through other means.
- 👤 **Exercise** prescribed by a licensed medical professional including passive range of motion.
- 🏠 **Transferring** you when you are unable to perform transfers independently due to illness, injury or disability, or:
 - You lack the strength and stability to stand, maintain balance or bear weight reliably.
 - You have not been deemed independent with adaptive equipment or assistive devices by a licensed medical professional.
 - The use of a mechanical lift is needed.
- 🛁 **Bladder Care** performed when health maintenance-level skin care or transfers are required in conjunction with bladder care, or:
 - You are unable to assist or direct care.
 - Care of external, indwelling and suprapubic catheters.
 - Changing from a leg to a bed bag and cleaning of tubing and bags as well as perineal care.
- 🛁 **Bowel Care** performed when health maintenance-level skin care or transfers are required in conjunction with the bowel care, or:
 - You are unable to assist or direct care.
 - Administration of a bowel program including but not limited to digital stimulation, enemas, or suppositories.
 - Care of a colostomy or ileostomy that includes emptying and changing the ostomy bag and application of prescribed skin care products at the site of the ostomy.
- 👤 **Medical Management** as directed by a Licensed Medical Professional to routinely monitor a documented health condition, including but not limited to: blood pressures, pulses, respiratory rate, blood sugars, oxygen saturations, intravenous or intramuscular injections.
- 👤 **Medication Assistance**, which may include setup, handling and administering medications.
- 🛁 **Bathing** assistance is considered a health maintenance task when the client requires health maintenance-level skin care, transfers or dressing in conjunction with bathing.

🔴 **Positioning** includes moving you from the starting position to a new position while maintaining proper body alignment, support to your extremities and avoiding skin breakdown. May be performed when health maintenance level skin care is required in conjunction with positioning, or:

- You are unable to assist or direct care, or
- You are unable to complete task independently.

🟦 **Mobility** assistance is considered a health maintenance task when health maintenance-level transfers are required in conjunction with the mobility assistance, or:

- You are unable to assist or direct care.
- When hands-on assistance is required for safe ambulation and are unable to maintain balance or to bear weight reliably due to illness, injury, or disability; and/or;
- You have not been deemed independent with adaptive equipment or assistive devices ordered by a Licensed Medical Professional

🟡 **Accompanying** includes going with you, as necessary according to the care plan, to medical appointments, and errands such as banking and household shopping. Accompanying you to provide one or more health maintenance tasks as needed during the trip. Attendant may assist with communication, documentation, verbal prompting and/or hands on assistance when the task cannot be completed without the support of the Attendant.



Excluded Services

Excluded Services

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.

CDASS Attendants are not authorized to perform services and payment is prohibited:

- While you are admitted to a nursing facility, hospital, a long-term care facility, or incarcerated.
- Follow the death of a client.

- That are duplicative or overlapping. The Attendant cannot be reimbursed to perform tasks at the time a client is concurrently receiving a waiver service in which the provider is required to perform the tasks in conjunction with the service being rendered.
- Companionship is not a covered CDASS service.

For example: If your Attendant is providing Health Maintenance-level skin care while bathing you, they cannot bill that time as both Bathing and Skin Care services. In the same vein, an Attendant cannot bill both Personal Care Mobility and Health Maintenance Mobility for the same service performed.

Client Experience: 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.

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 task 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 four categories of CDASS tasks (Homemaker, Homemaker Enhanced, Personal Care, and Health Maintenance).

Please note: When tasks from more than one service category (Homemaker, Homemaker Enhanced, 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 on the Attendants time sheet. For example:

If an Attendant is doing homemaking and health maintenance care during a three (3) hour shift, the time worked needs to be indicated correctly on the timesheet; such as thirty (30) minutes of homemaker and two and a half hours, which is 150 minutes of health maintenance. This is very important because ***funds for different services may come out of different budgets.***

Attendant/Employee Tasks

A list is a handy reference tool when you are talking with potential Attendants. You can use your Case Manager approved Task Worksheet to help with scheduling.

NOTE



CDASS is intended to meet only the needs of the Medicaid Client. 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.

CDASS TASK WORKSHEET

CLIENT NAME		STATE ID				DATE			
Homemaker	Norm	Min/Wk	Personal Care	Norm	Min/Wk	Health Maintenance	Norm	Min/Wk	
Floor Care	15min/room		Eating	30min/meal		Skin Care	IND		
Bathroom	45min/wk		Respiratory Assistance	30min/wk		Nail Care	30min/wk		
Kitchen	35min/wk		Skin Care Maintenance	35min/wk		Mouth Care	105min/wk		
Trash	35min/wk		Bladder/Bowel	10min/each		Dressing	210min/wk		
Meal Prep	420min/wk		Hygiene	420min/wk		Feeding	IND		
Dishwashing	140min/wk		Dressing	210min/wk		Exercise	IND		
Bed Making	35min/wk		Transfers	5min/each		Transfers	15min/each		
Laundry	20min/load		Mobility	5min/each		Bowel	IND		
Dusting	30min/wk		Positioning	15min/2hrs		Bladder	IND		
Shopping	120min/wk		Medication Reminders	5min/each		Medical Management	10min duration		
			Medical Equipment	60min/wk		Respiratory Care	IND		
			Bathing	IND		Medication Assistance	5min/each		
			Accompanying	IND		Bathing	IND		
			Protective Oversight	IND		Mobility	5min/each		
						Accompanying	IND		
						Positioning	15min/2hrs		
Total Min/Wk		0	Total Min/Wk		0	Total Min/Wk		0	

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

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

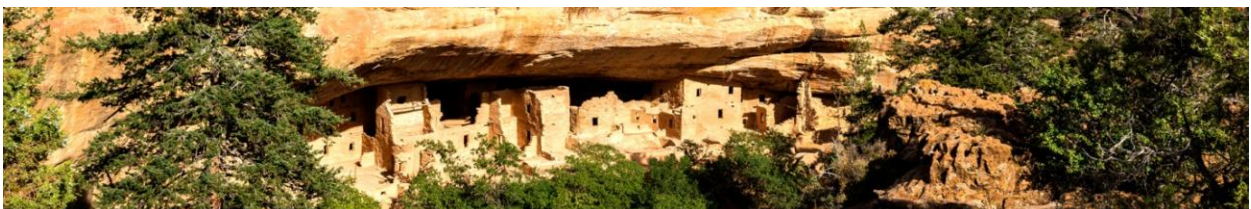
Extraordinary Care Required When a Family Member is an Attendant

CDASS allows Clients the flexibility of hiring friends and family members to provide Personal Care, Homemaker, Homemaker Enhanced, and Health Maintenance services. Clients can choose to pay a member of their 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 you and/or your 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 four categories of services in SLS-CDASS:
 - Homemaker Services are general household activities provided in the permanent living space of your home to maintain a healthy and safe environment for you.
 - Homemaker Enhanced Services are household activities that are habilitative or extraordinary cleaning.
 - Personal Care Services are provided in your home or community 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.
- Services cannot be duplicative or overlapping and there are times when Attendants cannot be paid for services, such as during hospitalization.
- Services are intended for you alone, and not for other members of a household.
- When tasks from more than one service category (Homemaking, Homemaker Enhanced, 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 on the Attendants time sheet.
- 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 maintain at least two Attendants during your time on CDASS.
- 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.