



Being a CDASS Attendant



What is CDASS?

Consumer Direct Attendant Support Services (CDASS) is an option for some Health First Colorado Members on a qualifying waiver who want to direct their own care. It is what is known as a self-directed service delivery option. 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 the CDASS Member each month. These funds are handled by a Financial Management Services (FMS) provider picked by the Member. CDASS Attendants are considered common law employees, even earning sick time 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 and hire their own qualifying Attendants.

FMS Provider: Financial Management Service provider. They handle payroll, taxes, and new hire enrollment for Attendants.

Who is my employer?

The CDASS Member or the 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 the Member's approved budget. When you are hired, your employer will discuss 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 processes approved 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 the Member is eligible for. Tasks may include things like meal preparation, light housekeeping, assistance with activities of daily living, medication assistance, skin care and more. The Member will train you on the approved tasks.

Are there tasks that are not covered?

CDASS is intended to meet the needs of the Member and cannot be used for others who may be in the same household or family of the Member. Only the tasks approved by the Member's Case Manager can be compensated for under CDASS. Pet care, lawn care, snow removal, travel, and transportation are a few tasks that are not covered and time cannot be billed for.

Member: The person who receives services on the program. They are the legal employer of Attendants unless an AR is acting on their behalf.

AR (Authorized Representative): An individual who manages CDASS on the Member's behalf. They become the legal employer.

Will I have to complete a criminal background check?

Yes. The FMS provider will perform checks 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, the FMS provider, or Consumer Direct Colorado (CDCO) at (844) 381-4433.

Will I have access to health insurance plans?

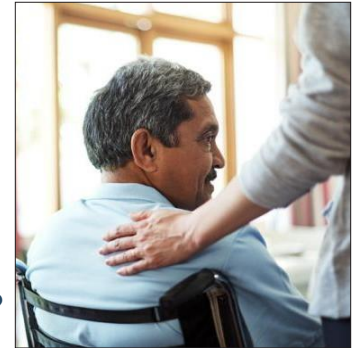
No, CDASS does not offer health insurance plan options to Attendants.

What if I am sick and need time off? How are my shifts scheduled?

You work with your employer to determine your schedule and availability. Your employer makes final decisions regarding your schedule, time off and vacation. Attendants do not earn vacation or holiday time; time taken will be unpaid. Attendants earn 1 hour of sick time every 30 hours worked and can accrue up to a max of 48 hours per calendar year. CDASS Members are required to keep two Attendants to ensure care. If sick, outreach your employer and FMS to submit a needed sick time request.

The CDASS Member wants to teach me a skilled task but I am not a certified nurse's assistant (CNA), is that ok?

Yes. Aspects of the Nurse Practice Act are waived, allowing Members the ability to train their Attendants to meet skilled care needs. These tasks can be performed by an unlicensed Attendant as long as the Attendant has been trained to meet needs.



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 direct you to call the FMS provider if the issue requires review of timesheet submissions or payment methods that your employer is unable to resolve.

What if I no longer want to work for a Member?

As a common law employee, you can terminate your employment or “quit” at any time. Attendants must contact the FMS to complete the separation process. CDASS Members 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 Member is hospitalized or in a facility?

No. If the Member 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**. Ask your employer about unemployment insurance with your FMS provider if this occurs.

What happens if I get hurt on the job?

If you are injured on the job, you should report your injury to your employer within 4 days of the injury. Your employer should report it to the FMS provider within 24 hours thereafter. You can also report the injury to the FMS provider.

Attendant Contact Sheet

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

My Employer’s phone numbers

Cell: _____
Home: _____
Other: _____

and their FMS is

- Palco 866-710-0456
- Public Partnerships (PPL)..... 888-752-8250

Who do I contact with questions?

Employer

- ◆ Questions about your schedule.
- ◆ Performance evaluations and raises.
- ◆ Requests for sick time or family medical leave.
- ◆ Questions about training.

FMS

- ◆ Payroll and timesheet issues and questions.
- ◆ W2s and taxes.
- ◆ Concerns about and reporting suspected abuse, neglect, or fraud.

Additional Resources

More information can be found online at the following resources:



COLORADO
Department of Health Care
Policy & Financing

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



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



www.ConsumerDirectCO.com

(844) 381-4433