



**RE: Consumer Directed Attendant Support Services (SLS)**

Dear

Thank you for your interest in the Consumer Directed Attendant Support Services (CDASS) delivery option. The following packet will assist you in getting started with CDASS. *Please carefully read all of this information.*

**The contents of the packet are as follows:**

**Pages 1-5:** Information on the CDASS service delivery option. Visit the Consumer Direct Colorado (CDCO) website for additional information:

<http://consumerdirectco.com/>

**Pages 6-7:** Client or Authorized Representative Responsibilities form. Please complete and return to your Case Manager.

**Page 8:** Physician Attestation of Consumer Capacity. To be reviewed and completed by your Primary Care Physician, then returned to your Case Manager.

*Please note, you must be in stable health as indicated by your physician to participate in the CDASS service delivery option. In addition, if your doctor checks "NO" in response to any of the other questions, you will be required to have an Authorized Representative (AR) assist you in managing your care. If an AR is required, they will need to complete pages 9-11.*

*(If your doctor answers "YES" to all questions, and you do not wish to have an Authorized Representative for CDASS, you may disregard pages 9-11).*

**Pages 12-14:** Task Worksheet. This is a draft or **example** worksheet you will complete with your Case Manager when all above forms are returned. The Task Worksheet captures all of your needs for attendant care and the hours per week required for that care. This example Task Worksheet will be used to determine your Monthly Allocation.

*You will need a finalized copy of your Task Worksheet and Monthly Allocation for training with Consumer Direct.*



**The process for starting CDASS is:**

**Step #1:** Return Physician Attestation AND Client/AR Responsibilities form to the Case Manager. If applicable, return AR paperwork to the Case Manager.

**Step #2:** Client and the Case Manager complete the Task Worksheet collaboratively either over the phone or in person.

**Step #3:** The Case Manager finalizes the Task Worksheet to determine the Client's Monthly Allocation and makes a referral to CDCO for training. The Client/AR will receive a copy of the Task Worksheet and Monthly Allocation from the Case Manager to utilize during training.

**Step #4:** The Client/AR will be contacted by CDCO to schedule training. Training consists of reviewing service delivery option rules and information to help the Client/AR be successful in managing their services. During training, the Client/AR will develop an Attendant Support Management Plan (ASMP) to outline a plan for managing services. The Client/AR will also need to choose which Financial Management Services (FMS) provider they would like to use.

**Step #5:** The Case Manager will receive the completed ASMP from CDCO and review the document for approval. At the Case Manager's request, the Client/AR may need to make corrections.

**Step #6:** The Case Manager will refer the Client/AR to their choice of FMS provider to begin the enrollment process. The Client/AR will need to complete enrollment forms with the chosen FMS provider for the Client and the Attendants being hired to provide care.

**Step #7:** Once paperwork is complete, the Client/AR will work with the Case Manager and the FMS provider to determine the start date for services.

**Step #8:** CDASS services and attendant care can begin on designated start date.

Sincerely,

# CONSUMER DIRECT COLORADO CDASS TRAINING SPECIALISTS

**Consumer Directed Attendant Support Services (CDASS)** is a Medicaid service option under the **Home and Community Based Services (HCBS)** program. CDASS empowers individuals to direct their own care needs rather than going through a home health agency.

## How does CDASS work?

In CDASS you work closely with your Case Manager to determine your need and eligibility. Based on your need, you are given an allocation of funds to utilize in managing your care. A Financial Management Services (FMS) provider of your choice assists you with payroll and paperwork for your workers. You are empowered to hire, train and manage your attendants as the employer.

## How to Get Started

CDASS allows you flexibility, control and choice over the services you need to remain happy and healthy in your home and community.

- You must be eligible for one of the HCBS waivers. For more information call 211, or contact the local Case Management Agency in your county.
- The Case Management Agency will help determine your eligibility for waivers and services. If you qualify, you will be assigned a Case Manager to assist with the CDASS enrollment process.
- Once enrollment is complete, your Case Manager will send a referral to Consumer Direct Care Network Colorado to initiate CDASS training.

## Services Provided

Consumer Direct Care Network Colorado will assist with:

- Client and Authorized Representative Training
- Ongoing support for CDASS participants
- Education and tools for recruiting, hiring, training and managing your Attendants of choice
- Case Management Training and support for Consumer-Directed services

## CDASS Attendant Directory

The Attendant Directory is a free resource to help identify clients and caregivers who suit each other. Caregivers can register and create a free searchable client profile. Once they identify a good match, they can use the directory to connect. Whether you're a Client seeking Attendant support, or a caregiver interested in expanding your Client network, the Attendant Directory can help you make a connection. For more information, please call us or visit our website and click on the Directory tab.

**Call Today!**  **844.381.4433**

# CDASS Players & Process Flow



**Client**



## #1 Case Manager (CM)



- CM meets with Client to present options for services
- CM and Client obtain CDASS eligibility forms
- CM and Client complete the task worksheet
- CM provides the Client with the allocation amount and copy of the task worksheet
- CM sends referral for CDASS training to Consumer Direct Colorado

## #2 Consumer Direct Colorado (CDCO)

- CDCO Training Coordinator contacts Client
- Explains training options
- Schedules training



## #3 CDCO - Training Coordinator/Peer Trainer

- Training Coordinator/Peer Trainer confirms training
- Training Coordinator/Peer Trainer provides CDASS training

## #4 CDCO-Training Coordinator/ Peer Trainer

- Support as needed to complete Attendant Support Management Plan (ASMP) and budget
- Training Coordinator reviews ASMP budget for completeness
- Training Coordinator submits ASMP to CM for approval or follows up with Client to revise as needed

CDCO-  
Training Coordinator/  
Peer Trainer



## #5 Case Manager (CM)

- CM approves ASMP or follows up with Client to revise as needed
- CM sends referral and approved ASMP to Client's selected FMS provider

## #6 FMS Provider

- FMS provides necessary Client and Attendant paperwork
- FMS assists with completion of paperwork
- FMS informs CM of enrollment date with FMS

FMS  
Provider



## #7 Case Manager (CM)

- CM and Client set CDASS start date





## Consumer-Directed Attendant Support Services (CDASS) Member or Authorized Representative Responsibilities

### Section I: Member Information

Member's Full Name: \_\_\_\_\_

Member's Health First Colorado ID #: \_\_\_\_\_

### Section II: Responsibilities

As a member or Authorized Representative (AR) using Consumer-Directed Attendant Support Services (CDASS), I agree to complete the following responsibilities for CDASS management:

1. Attend CDASS training through Consumer Direct for Colorado (CDCO).
2. Develop an Attendant Support Management Plan (ASMP).
3. Choose a Financial Management Services (FMS) vendor.
4. Recruit, hire, fire and manage attendants.
5. Decide what experience and certifications attendants need to have to perform your needed services.
6. Decide wages for each attendant. Wages cannot be more than the program allows and must be at least minimum wage according to state or your municipality's regulations.
7. Complete all attendant hiring paperwork with each prospective attendant and submit all paperwork to my FMS vendor. The hiring agreement will clearly outline: wages, services to be provided (limited to Personal Care, Homemaker or Health Maintenance Activities), work schedules, and working conditions.
8. Complete employment reference checks on attendants.
9. Ensure my FMS provides a Good-to-Go date for my attendants **before** they start providing services.
10. Explain the role of the FMS to attendants.
11. Properly train attendants to meet my attendant support needs.
12. Schedule attendant care that does not go over my monthly CDASS budget allocation and CDASS Certification Period allocation.

Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.



13. Review all attendant timesheets for accuracy of time worked, completeness and signatures. Attendants and members or their Authorized Representatives must sign timesheets. Timesheets must show actual time spent providing CDASS services.
14. Review Monthly Member Expenditure Statements and discuss budgeting issues with my case manager.
15. Review and submit approved attendant timesheets to FMS by the payroll deadline.
16. Report timesheet errors to the FMS immediately.
17. If pay rates need to be changed, negotiate a new pay rate with the attendant and submit the necessary change form to the FMS.
18. Understand that misrepresentation or false statements regarding services provided by attendants may result in administrative penalties, criminal prosecution, and/or termination from CDASS.
19. Complete all paperwork and keep employment records.
20. Submit termination paperwork to the FMS when an attendant is fired or quits.
21. Develop a plan for emergencies. Create a plan for backup support ahead of time, in case an attendant is late or does not show up for work.
22. Follow all CDASS rules and regulations.

I understand that injury or illness to the member may occur from poor care or poor work by an attendant. I understand that I may contact the appropriate authorities if I witness, have knowledge of, or suspect mistreatment, abuse, neglect, and/or exploitation by an attendant upon the member. I understand that I am responsible for addressing poor performance by an attendant which may include termination. As Employer of Record, the State of Colorado is not responsible for the actions of attendants.

### Section III: Signatures

Signature of Member or AR: \_\_\_\_\_ Date: \_\_\_\_\_

I witnessed the above named member sign this document or heard the member acknowledge signing the document.

Witness' Full Name: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_



## Physician Attestation of Consumer Capacity

The following client is interested in participating in Consumer Directed Attendant Support Services (CDASS). The client will select, train, and direct attendants to provide personal care, homemaker, or health maintenance (skilled) care. To qualify for CDASS, the client's primary care physician shall either attest to the client's capability to direct care with sound judgment or recommend the client utilize an authorized representative. NOTE: Sections of the Nurse Practice Act and Nurse Aide legislation do not apply to CDASS (25.5-6-1101 C.R.S.)

Section I: Client Information Section							
Client Medicaid Number:							
Last Name: _____	First	Name: _____			Middle Initial: _____		
Address: _____	City: _____	State: _____	Zip: _____				
Date of Birth: _____	Phone: _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>				

Section II: Medical Information	
<p><b>The following questions address the stability of the client's medical condition. Only those clients whose medical conditions are considered stable are eligible to participate in the CDASS benefit. Stable health is defined as a medically predictable progression or variation of disability or illness.</b></p>	
Is the client's health condition stable, as defined above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Answering "NO" to any of the following questions will require the client to use an authorized representative. It does not preclude the client from participating in CDASS.</b></p>	
Does this client have the ability to develop and maintain a budget and establish attendant wages and schedules?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does this client have the ability to understand and monitor conditions of basic health, and recognize how, when, and where to seek appropriate medical assistance (for example: if the client has a respiratory condition and develops shortness of breath would he or she know who to contact)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does this client have the ability to direct care including the ability to train attendants on the skilled/unskilled procedure or services needed (for example: training attendants on lifting and transferring needs or how to provide respiratory care)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does this client have the ability to make informed decisions about interviewing, selecting, disciplining, dismissing, and otherwise managing attendants?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section III: Medical Provider					
Attesting Physician Name:		License #			
Address:		City:			
State:		Zip:	Phone:		
Name of Person Completing Form:		Date			
Signature of Attesting Physician:					
Medical Provider Comments: (optional)					



## Consumer Directed Attendant Support Services (CDASS) Authorized Representative Designation

Health First Colorado members can choose an Authorized Representative (AR) to help them with CDASS benefits and tasks, if the member is enrolled in a waiver that offers CDASS. Members may change their AR at any time. If the member wants to change their AR, they must work with their case manager to make the change. This form must be completed each time the member changes their AR.

**Authorized Representative:** An individual chosen by the member, or by legal guardian of the member. The AR must have the judgment and ability to help the member obtain and use services. The extent of the AR’s involvement shall be decided after they become the AR. The AR cannot also be the member’s attendant. State laws dictating AR designation for CDASS can be found in Colorado Revised Statute CRS 25.5-6-1101.

<b>Designation of Authorized Representative</b>
<p>I hereby designate the following person to serve as my AR while receiving benefits under CDASS. I understand my AR will do these things for me:</p> <ul style="list-style-type: none"> <li>• Complete and sign forms</li> <li>• Attend training</li> <li>• Budgeting</li> <li>• Plan &amp; organize attendant support</li> </ul> <p>If the member’s physician has indicated on the Physician Statement of Consumer Capability form that the member cannot direct their own care, then the AR must handle ALL tasks.</p>

<b>Member Information</b>		
Last Name:	First Name:	Middle Initial:
Health First Colorado ID#:	Date of Birth (MM/DD/YYYY):	
Street Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email:		

Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.



Authorized Representative Information		
Name:	Relationship: <input type="checkbox"/> Relative <input type="checkbox"/> Not a relative	
Date of Birth (MM/DD/YYYY):	Last 4 digits of SSN:	
Street Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email:		
<input type="checkbox"/> Please contact me by email or text message with updates about CDASS (standard carrier rates may apply)		

Authorized Representative Affidavit		
<p>I hereby agree to serve as the Authorized Representative for the above-named member and understand my responsibilities and duties. In addition,</p> <ul style="list-style-type: none"> <li>a) I am at least eighteen years old;</li> <li>b) I have known the member for at least two years;</li> <li>c) I have not been convicted of any crime involving exploitation, abuse, or assault on another person; and</li> <li>d) I do not have a mental, emotional, or physical condition that could result in harm to the member.</li> </ul>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Authorized Representative Signature:</b></td> <td><b>Date:</b></td> </tr> </table>	<b>Authorized Representative Signature:</b>	<b>Date:</b>
<b>Authorized Representative Signature:</b>	<b>Date:</b>	

Member or Legal Guardian Signature		
Person completing this form: <input type="checkbox"/> Member <input type="checkbox"/> Legal Guardian (If legal guardian, please submit documentation)		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Member or Legal Guardian Signature:</b></td> <td><b>Date:</b></td> </tr> </table>	<b>Member or Legal Guardian Signature:</b>	<b>Date:</b>
<b>Member or Legal Guardian Signature:</b>	<b>Date:</b>	
If the member is unable to sign, another person may witness the member's mark above.		
<b>Witness Name:</b>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Witness Signature:</b></td> <td><b>Date:</b></td> </tr> </table>	<b>Witness Signature:</b>	<b>Date:</b>
<b>Witness Signature:</b>	<b>Date:</b>	





## Authorized Representative Screening Questionnaire

### Client Information

Full Name of Client \_\_\_\_\_

The above named client is interested in receiving Consumer Directed Attendant Support Services (CDASS). The client or the client’s authorized representative (AR) will be responsible for selecting, training and directing attendants, who will provide care for the client.

### Authorized Representative Questionnaire

- Please check your relationship to the CDASS client (check one):  
 Family Member     Friend     Legal Guardian     Other \_\_\_\_\_
- Do you receive money from the client or anyone else to care for the client?  
 Yes     No  
  
 If Yes, from whom, and for what purpose? \_\_\_\_\_  
 \_\_\_\_\_
- Are you willing to sign a Client or Authorized Representative Responsibilities Form acknowledging your responsibilities in CDASS?  
 Yes     No
- After reading and initialing the Authorized Representative description on the next page, do you understand your functions and are you willing to volunteer to serve as the client’s Authorized Representative?  
 Yes     No
- As this client’s Authorized Representative, do you understand that you cannot be both a paid attendant and the Authorized Representative, for this CDASS client?  
 Yes     No

**If the client designates a new AR, you must submit a resignation letter in writing. The new AR must complete and submit new AR forms to the client and the client’s case manager.**

Authorized Representative Name (Printed)    Signature    Date

Street Address    City    State    Zip

Home Phone Number    Cell Phone Number

## Authorized Representative Description

“Authorized Representative” means an individual designated by the client, or by the guardian of the client, if appropriate, who has the judgment and ability to direct the care on the client’s behalf.

An Authorized Representative must:

**INITIAL**

- Complete Attendant Support Services Management Training
- Accept responsibility to manage the health aspects of the client’s care which means having the ability to understand principles and monitor conditions of basic health and the knowledge of how, when and where to seek medical help of an appropriate nature.
- Accept responsibility to handle the financial aspects of the client’s care to include determining how the client’s individual allocation should be spent to ensure the individual receives necessary care and to ensure that attendants receive compensation; and the ability to verify the accuracy of financial and personnel records as provided by the Financial Management Services (FMS) organization.
- Show a strong personal commitment to the client.
- Show knowledge about the client’s preferences.
- Follow the client’s wishes and respect the client’s preferences.
- Use sound judgment to act on the client’s behalf.
- Be at least 18 years old.
- Have known the client for at least two years.

An Authorized Representative **may not**:

**INITIAL**

- Receive monetary compensation for directing care on the client’s behalf.
- Serve as an employee of the client.
- Have been convicted of any crime involving exploitation, abuse or assault on another person.
- Have a mental, emotional or physical condition that could result in harm to the client.



<b>Homemaker – 10 CCR 2505-10 Sections 8.500.94.A.6 and 8.510.3.B.1</b>	
Floor Care	Includes sweeping, mopping and vacuuming, wiping, spot cleaning, stain removal, includes bathroom/ kitchen floor
Bathroom	Clean and maintain toilet, bedpan, sink, counter, tub
Kitchen	Refrigerator cleaning and maintenance
Trash	Collect and dispose in appropriate container
Meal Preparation	Includes all meals for the day including main and snacks, includes meal planning, diet preparation, packaging and storing
Dishwashing	Includes wiping the counter, stovetop, microwave and outside of kitchen appliances, (un) load dishwasher, storing dishes
Bed Making	Includes linen change
Dusting	Includes dusting, wiping furniture, wood care
<b>Enhanced Homemaker – 10 CCR 2505-10 Section 8.500.94.A.6</b>	
Habilitation	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	Tasks that are beyond routine sweeping, mopping, laundry or cleaning and require additional cleaning or sanitizing due to the client's disability
<b>Personal Care – 10 CCR 2505-10 Sections 8.500.94.A.10 and 8.510.3.B.2</b>	
Eating	Assistance with eating by mouth using common eating utensils, cuing
Respiratory Assistance	Cleaning or changing oxygen equipment tubes, filling water reservoir, removing the cannula or mask from face, inhaler use
Skin Care Maintenance	Skin is unbroken. Apply non-medicated/non-prescription lotion/sprays; rubbing reddened areas, routine foot checks for people with diabetes
Bladder/Bowel Care	Assistance getting to bathroom, using bed pans, urinals, commodes or with diaper. Changing incontinence pads or clothing, emptying catheter bags if no disruption to closed system, emptying ostomy bags (*add 5 minutes to the norm if pericare is required)
Hygiene	Shampooing, shaving, grooming, hair care, nail care, mouth care
Dressing	Application of non-prescription support stockings, orthopedic devices such as splints, braces or artificial limbs
Transfers	Client has sufficient balance/strength to assist and can direct transfer; do not include if already calculated under bathing, bowl/bladder, dressing, or mobility
Mobility	Includes ambulation, assistance with daily living activities, occasional aid in stabilization and balance around standing, sitting, walking
Positioning	Client can identify when the position needs to change. Includes full or partial assistance, do not include if already calculated under bathing, bowl/bladder, dressing, or mobility
Medication Reminders	Medications are preselected by client, family, pharmacist and not stored in prescription bottle. Client takes medication without assistance.
Medical Equipment	Cleaning and basic maintenance of durable medical equipment
Menu Planning & Grocery Shopping	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
Money Management	Assistance with planning, managing, or budgeting the client's finances
Accompanying	Going with Client to errands such as banking, household shopping, and medical appointments. Does not include companionship.
Bathing	Not skilled, includes full or partial bath or cuing for assistance. Shower, tub, sponge, or bed bath
<b>Health Maintenance (Skilled) – 10 CCR 2505-10 Section 8.500.94.A.17 and 8.510.3.B.3</b>	
Skin care	Broken or chronic skin condition is active and could cause infection. Includes wound care, dressing changes, application of prescription medication, foot care for people with diabetes or other high risk conditions
Nail Care	Medical condition(s) exist(s) that causes circulatory problems or loss of sensation or requires medication
Mouth Care	Injury or disease of face, mouth, head or neck, communicable disease, client is unconscious, requires oral suctioning
Dressing	Anti-embolic or other prescription pressure stockings and orthopedic devices such as splints, braces, or artificial limbs if manipulation is required

Feeding	Oral suctioning, high risk of choking, syringe feeding, feeding using apparatus
Exercise	Prescribed by licensed medical professional including passive range of motion
Transfers	Unable to assist in transfer or requires use of a lift
Bowel	Includes digital stimulation, enemas, ostomy care, suppository administration
Bladder	Disruption of closed system for Foley or suprapubic, changing from leg bag to night bag and care of external catheter
Medical Management	Monitor vitals: blood pressure, pulse, respiratory assessment, oxygen saturation; blood sugar and glucose monitoring; intravenous or intramuscular injections; pain management modalities. Includes observing compliance
Respiratory Care	Includes equipment administration/ monitoring and management (nebulizer, ventilator, bi-pap, c-pap, trachea care), care for postural drainage, cupping, quad cough, adjusting oxygen flow, suctioning of mouth/ nostrils
Medication Assistance	More than reminding, includes putting medication in client's mouth or hand and/ or physical assistance to administer
Bathing	Skilled, includes full or partial bath or cuing for assistance. Shower, tub, sponge, or bed bath
Positioning	Positioning is considered skilled when the client is not able to identify to the caregiver when the position needs to be changed, and when skilled skin care is required in conjunction with the positioning.
Accompanying	Going with Client to errands such as banking, household shopping, and medical appointments. Does not include companionship. Accompanying is considered skilled when any of the tasks performed in conjunction with the accompanying are skilled tasks.
Mobility	Includes ambulation, assistance with daily living activities, occasional aid in stabilization and balance around standing, sitting, walking. Considered skilled when skilled transfers are required in conjunction with the ambulation.