



Welcome



COLORADO
Department of Health Care
Policy & Financing



Consumer-Directed Attendant Support Services and Kids

April 2025



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Community First Choice (CFC)

- CFC begins July 1, 2025
 - Many services will move to CFC (State Plan) rather than through select Home and Community-Based Services Waivers.
 - Members will switch to CFC at their Continued Stay Review (CSR), with all members transitioned by July 1, 2026.
 - Members can keep their waiver enrollment if desired.

Service Comparison

| | Traditional Home Care Agency | In-Home Support Services (IHSS) | Consumer-Directed Attendant Support Services (CDASS) |
|---|------------------------------|---------------------------------|--|
| Who is the employer? | Agency | Agency | Member/Authorized Representative (AR) |
| Interviews, selects, & hires Attendants | Agency | Agency & Member/AR | Member/AR |
| Provides training & skills validation | Agency | Agency & Member/AR | Member/AR |
| Develops schedule incl. back-up care | Agency | Agency & Member/AR | Member/AR |
| Pays Attendants | Agency | Agency | Financial Management Services (FMS) contractor |

Self-Directed Care

- Self-Direction helps people of all ages and abilities maintain their independence when they receive long-term care at home.
- When people self-direct, they decide when and how they receive services and who will provide them.
- Consumer-Directed Attendant Support Services (CDASS) is **one** of the service delivery options available in CFC. It includes homemaker, personal care, and health maintenance activities (skilled care).

Self-Direction for Kids

- Members are encouraged to participate in their service delivery as much as they are able. This might look like:
 - Participating in an interview with prospective Attendants
 - Assisting with the budget and reviewing spending
 - Reviewing and approving timesheets
 - Providing feedback about Attendants
 - Developing a daily schedule and planning tasks
- By involving kids in their service delivery, they will learn tangible skills that can promote independence and autonomy



What is CDASS?

- CDASS began in 2002. It was an initiative led by members of the disability community to improve access to care.
- CDASS empowers Members by giving them:
 - **Employer Authority** to select, hire, and train Attendants
 - **Budget Authority** to pay Attendants for services provided
 - **Flexibility** to determine how services work best for them
 - **Accountability** to ensure services effectively meet their needs
 - **Responsibility** to follow regulatory guidelines an employer

CDASS Basics

- Members pay **Attendants** using a **Budget** established by the **Case Manager**.
- There is no home care agency involvement.
- Family members, including parents, can be Attendants.
- The Nurse Practice Act is waived, which gives members the flexibility to hire and train their Attendants to meet their needs - including skilled care.

CDASS Terminology

Allocation or Budget: money set aside to pay for authorized services

Attendant: caregiver, aide, direct services professional, or direct care worker

Authorized Representative or AR: someone who volunteers to help a member participate in CDASS; they are the employer of record

Consumer Direct or CDCO: the Training & Support Contractor who trains members, ARs, case managers, etc. about self-directed options

Direct Care Services Calculator or DCSC: used to determine service hours

Financial Management Services or FMS: the contractor who pays Attendants

Participant Directed Programs Policy Collaborative or PDPPC: the monthly self-direction stakeholder meeting



Authorized Representatives

- The Authorized Representative (AR) is a **volunteer** who helps with the administrative work required in CDASS.
- The AR **cannot** be a paid Attendant.
- The AR is the legal Employer of Record - Attendants are employees of the AR.
- The AR supports the Member's involvement in CDASS and is responsible for recruiting, hiring, training, scheduling, managing, and paying Attendants.

AR Requirements

- The AR must attest to the following:
 - Must be at least 18 years old.
 - Must not have been convicted of any crime involving exploitation, abuse, or assault on another person.
 - Have known the person for at least two years.
 - Must not have a mental, emotional, or physical condition that could result in harm to the eligible person.

A parent, family member or friend can be the AR if they meet the requirements and agree to do the work required.

AR Requirements

- Children are required to have an AR.
- If a someone is an AR, they can't also be a paid care provider.
- The AR should be a person who is involved in the member's life, and who can dedicate the time necessary to complete CDASS training and enrollment, interview, hire, train and supervise all Attendants.

Remember:

The AR plays a critical role in CDASS. They are responsible for the legal and regulatory aspects of employment and service delivery.



Homemaker services



Personal Care services



Service Changes in CFC

- **Acquisition, Maintenance and Enhancement of Skills (AME):** functional skills training necessary for the Member to accomplish Activities of Daily Living and/or Instrumental Activities of Daily Living. AME is available through Homemaker or Personal Care.
- Additions to available tasks under Homemaker:
 - Banking/Money Management
 - Meal preparation and menu planning
 - Appointment Management

Health Maintenance Activities



Service Authorization

- Case managers will work with families to complete the Direct Care Services Calculator and create a service plan that is age-appropriate and meets the child's individual needs.
- The Direct Care Services Calculator outlines age-appropriate norms to help guide the service planning conversation.
- Draft versions of the Direct Care Services Calculator and Age-Appropriate Assistance Guidelines can be found on the [Community First Choice](#) webpage.

Age-Appropriate Guidelines

- All services available for kids on CDASS must be age-appropriate and must be for the benefit of the person receiving services.
- Guidelines are based on Iowa Ages and Stages and were part of the work conducted by UMass in the ARPA Project 6.01.
- Stakeholders provided feedback on the content, layout, and format of the Age-Appropriate Guidelines.

Age-Appropriate Guidelines: Example

Service definition and age-appropriate norms for Bathing

| Definition | 0-71 months | 6-10 years | 11-14 years | 15-17 years | 18+ years | Special Considerations for 0-71 months |
|--|-------------|--------------|-------------|-------------|------------|---|
| This task includes the ability to shower, bathe, or take sponge baths to maintain adequate hygiene. This can include the ability to get in and out of the tub and/or shower, washing and shampooing, the ability to turn the faucets on and off, regulate water temperature and to wash and dry. | 0 minutes | 5-20 minutes | 30 minutes | 30 minutes | 30 minutes | If member has extensive medical needs that would make bathing unsafe to perform with one person, time should be allotted to assist the primary caregiver with this task. This may include the need to assist with holding the member's head, trunk, or limb in an aligned position to prevent injury or maneuvering durable medical equipment or respiratory equipment while a primary caregiver moves or positions the member. |

What questions do you have?



CDASS enrollment steps

1

Step One
Enroll in an
eligible waiver
or Community
First Choice

2

Step Two
Complete DCSC
and MA
worksheet with
case manager

3

Step Three
Attend
orientation

4

Step Four
Complete
support plan
and other
paperwork

5

Step Five
Case manager
support plan
approval and
FMS referral

6

Step Six
Enroll with
your FMS

7

Step Seven
FMS receives
your Prior
Authorization
Request

8

Step Eight
Services begin

Before services begin...

Members/Authorized Representatives must:

1. Complete enrollment steps for CFC and CDASS
2. Participate in the Assessment and Service Planning with the Case Manager (incl. Nurse Assessor for skilled care).
3. Complete Orientation to CDASS and demonstrate competency to manage the budget.
4. Hire and train **two** Attendants to provide services.

Budget Development

Case Manager completes the following:

1. Direct Care Services Calculator --> hours per week
2. CDASS Monthly Allocation worksheet --> total budget
3. Prior Authorization Request (PAR)
4. PAR & Budget sent to FMS contractor

Services begin!

Attendants submit timesheets for CDASS services. The AR approves hours worked. The FMS pays Attendants. Services continue.



Direct Care Services Calculator

| Homemaker | | | |
|--------------------------|--------------|----------------|------------|
| Task | min per task | times per week | min / week |
| Floor Care | 10 | 2 | 20 |
| Bathroom | 10 | 2 | 20 |
| Kitchen | 5 | 7 | 35 |
| Trash | 5 | 1 | 5 |
| Meal Prep/Menu Planning | | | 0 |
| Dishwashing | 10 | 7 | 70 |
| Bed Making | | | 0 |
| Laundry | 60 | 2 | 120 |
| Shopping | | | 0 |
| Dusting | 10 | 3 | 30 |
| Appointment Management | | | 0 |
| Money Management/Banking | | | 0 |
| TOTAL (hours*) | 5.00 | | |

| Personal Care | | | |
|------------------------|--------------|----------------|------------|
| Task | min per task | times per week | min / week |
| Bathing | 30 | 2 | 60 |
| Dressing | 10 | 14 | 140 |
| Skin Care | | | 0 |
| Transfers | 10 | 28 | 280 |
| Mobility | | | 0 |
| Eating | | | 0 |
| Respiratory Assistance | | | 0 |
| Positioning | | | 0 |
| Bladder Care | 5 | 14 | 70 |
| Bowel Care | | | 0 |
| Hygiene | 30 | 7 | 210 |
| Medical Equipment | 5 | 2 | 10 |
| Medication Reminders | 5 | 14 | 70 |
| Protective Oversight | | | 0 |
| Accompanying | 60 | 1 | 60 |
| TOTAL (hours*) | | 15.00 | |

Monthly Allocation Worksheet

| SERVICE | Weekly Hours of Service | Adjusted Hourly Rate | # of Weeks | CDASS Period Allocation | Daily Rate | Monthly Allocation |
|--------------------|-------------------------|----------------------|-------------|-------------------------|------------|--------------------|
| Homemaker | 5.00 | \$ 22.24 | 52.14285714 | \$5,799.85 | \$15.89 | \$483.32 |
| Personal Care | 15.00 | \$ 22.24 | 52.14285714 | \$17,395.90 | \$47.66 | \$1,449.66 |
| Health Maintenance | | \$ 33.93 | 52.14285714 | \$0.00 | \$0.00 | \$0.00 |
| Totals | | | | \$23,195.75 | \$63.55 | \$1,932.98 |

Setting Pay Rates

$$\text{Attendant 1} \quad \frac{\$20.00}{\text{Attendant Hourly Rate}} \times \frac{1.1334}{\text{Employer Cost Percentage}} = \frac{\$22.67}{\text{Budget Cost Per Hour}}$$

$$\text{Attendant 2} \quad \frac{\$30.00}{\text{Attendant Hourly Rate}} \times \frac{1.1334}{\text{Employer Cost Percentage}} = \frac{\$34.00}{\text{Budget Cost Per Hour}}$$

Employers pay taxes, workers' compensation insurance, sick leave, and family medical leave premiums. This is called the **Cost to You.**

Paying Attendants

| Week 1 | Hours | Rate | Total |
|--------------|-----------|----------|------------------|
| Attendant 1 | 8 | \$ 22.67 | \$ 181.36 |
| Attendant 2 | 4 | \$ 34.00 | \$ 136.00 |
| Total | 12 | | \$ 317.36 |

| Week 2 | Hours | Rate | Total |
|-----------------------|-----------|----------|------------------|
| Attendant 1 | 10 | \$ 22.67 | \$ 226.70 |
| Attendant 2 | 10 | \$ 34.00 | \$ 340.00 |
| Total per Week | 20 | | \$ 566.70 |

| Week 3 | Hours | Rate | Total |
|--------------|-----------|----------|------------------|
| Attendant 1 | 10 | \$ 22.67 | \$ 226.70 |
| Attendant 2 | 12 | \$ 34.00 | \$ 408.00 |
| Total | 22 | | \$ 634.70 |

| Week 4 | Hours | Rate | Total |
|--------------|------------|----------|------------------|
| Attendant 1 | 3.5 | \$ 22.67 | \$ 79.35 |
| Attendant 2 | 6 | \$ 34.00 | \$ 204.00 |
| Total | 9.5 | | \$ 283.35 |

Monthly Budget \$ 1,932.98

Annual Budget \$ 23,195.75

Total Spent \$ 1,802.11 Reserves \$ 130.88

Budget \$ 1,932.98 Utilization 93.2%

Financial Management Services (FMS)

| | |
|------------------------|---|
| Hiring | Completes new hire paperwork for Attendants on behalf of the Member/AR. |
| Payroll | Processes payroll for Attendants using the Member's budget on an established cycle (twice per month). |
| Employment Taxes | Handles federal, state, and local taxes; unemployment insurance, and workers compensation. |
| Administrative Support | Establishes employer of record status for the AR/Member; provides tools to help manage the budget. |
| Customer Service | Helps Members and Attendants with enrollment, questions, and concerns. |

FMS Contractors



Palco

Toll Free Phone: 844-450-5444

Website: www.palcofirst.com

Email: CO-CDASS@palcofirst.com



Public Partnerships (PPL)

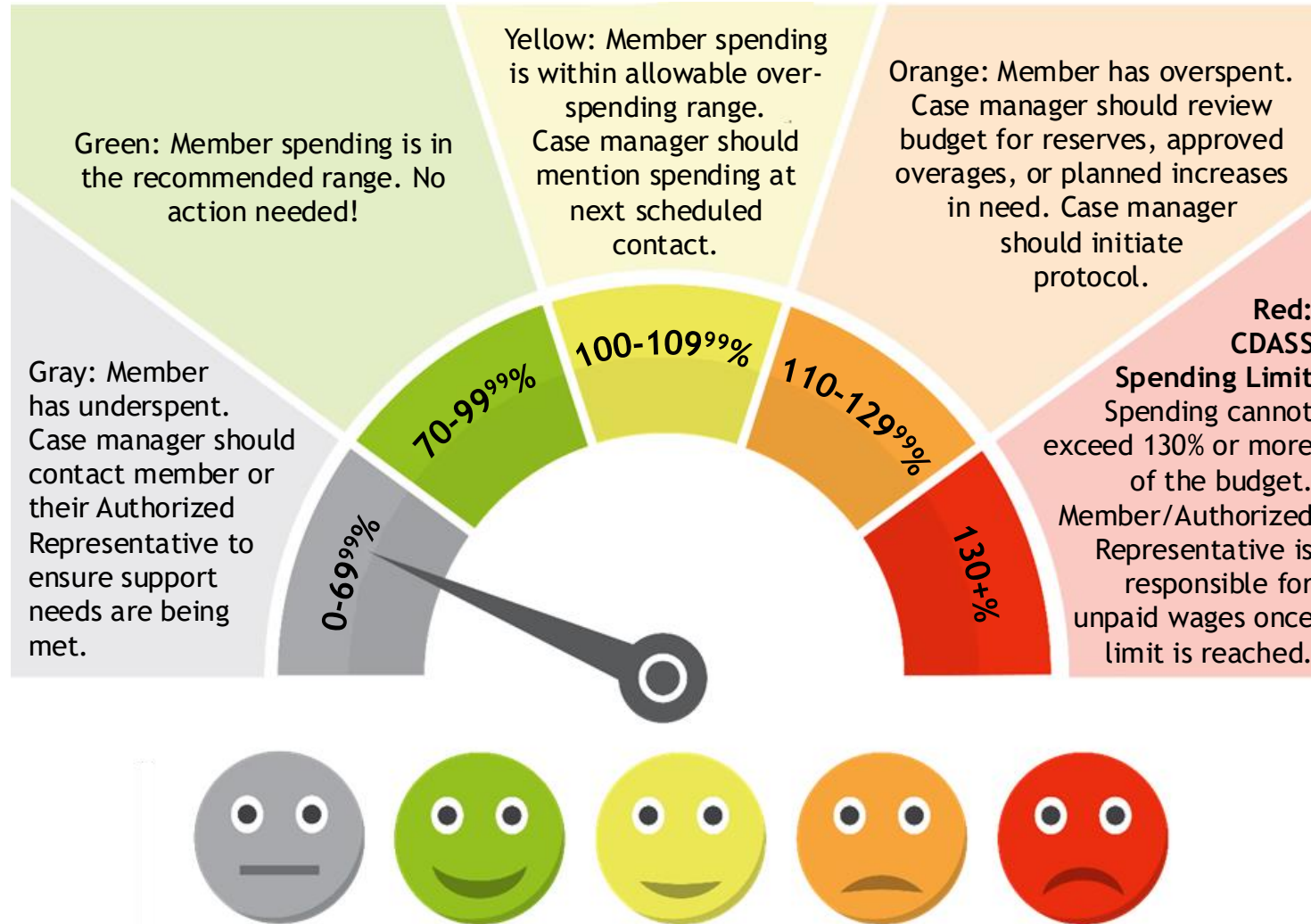
Toll Free Phone: 888-752-8250

Website: pplfirst.com

Email: ppcdass@pplfirst.com



Monthly allocation spending



Monthly allocation

- There is a 29.99% monthly overspending cap in CDASS.
- Attendants will not be paid from the allocation for anything over 29.99%, even if there are reserve funds.
- The member/AR must pay Attendants the difference if they overspend. This cannot come from the budget.
 - The member/AR is legally required to pay Attendants for hours worked.
 - Wage and hour complaints are possible, which may result in additional costs, fines, and interest.

Resources

- CDASS Benefit: hcpf.colorado.gov/consumer-directed-attendant-support-services
- Consumer Direct of Colorado: consumerdirectco.com
- Community First Choice: hcpf.colorado.gov/community-first-choice-option



Department of Health Care Policy and Financing

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Any Questions?



Thank you



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