

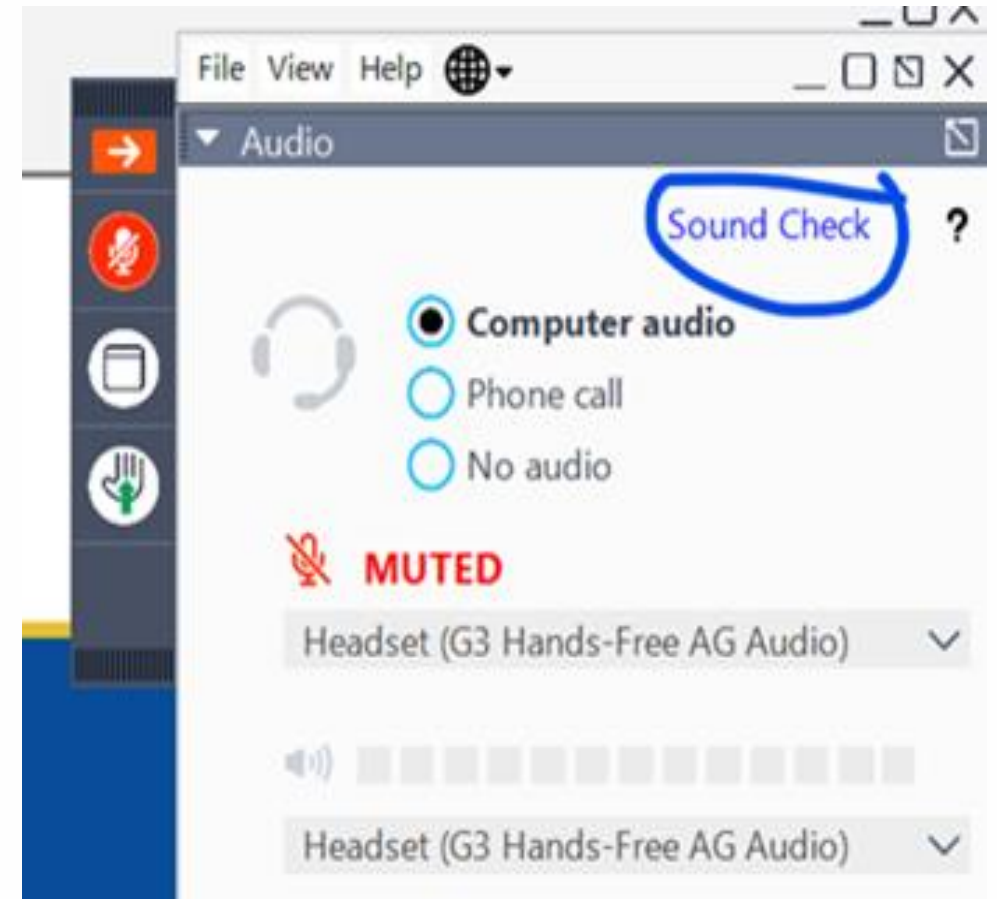
# Welcome to the CDE July Webinar

## **REMINDER:**

Please do a sound check before the webinar begins *(see upper right-hand corner of GoTo window).*

If you're still having difficulties hearing, please let us know using the chat window.

The webinar will begin shortly.



Transforming  
Lives

# Consumer Directed Employer July Public Webinar

July 22, 2021



# What is the CDE?

The Consumer Directed Employer (CDE) project will transfer the employer support responsibilities of Individual Providers (IPs) from DSHS and AAA case management staff to a contracted vendor. The contracted vendor is Consumer Direct Washington (CDWA).

# Why the change?

To simplify processes and increase efficiency while maintaining consumer direction with the goal of providing more time for case management staff to work with clients; also to reduce confusion and streamline the IP employer experience.

# Poll questions

# Attendee question

The CDE project team would like to know more about who is attending the monthly webinars. Please select one of the following options that best represents you:

- A. Client with the Aging and Long-Term Support Administration (ALTSA)
- B. Client with the Developmental Disabilities Administration (DDA)
- C. IP, family/parent provider or caregiver with ALTSA
- D. IP, family/parent provider or caregiver with DDA
- E. Other - please use the Question box to specify

# Attendee question

We are happy to have all of you join us today. Please tell us how you heard about this afternoon's CDE Public Webinar:

- A. ALTSA or DDA GovDelivery monthly webinar registration email
- B. Case Manager / Case Resource Manager or Contract Manager
- C. The recent "CDE Changes" email sent out to all IPs & Clients from the DSHS CDE Project Team via GovDelivery
- D. DSHS CDE Project Team public website
- E. CDWA's public Website
- F. Other - please use the Question box to specify

# Save the date



# Consumer Direct of Washington August webinars

**Getting Ready for the CDE**, Tuesday, August 3<sup>rd</sup> @ 9am

[https://zoom.us/webinar/register/WN\\_FYhryz8BQMaeWeooOTa4uw](https://zoom.us/webinar/register/WN_FYhryz8BQMaeWeooOTa4uw)

**Payroll Schedule Change & Work Week Limits**, Tuesday, August 10<sup>th</sup> @ 3pm

[https://zoom.us/webinar/register/WN\\_6UJuljQdTNKunEZ5ArmtCA](https://zoom.us/webinar/register/WN_6UJuljQdTNKunEZ5ArmtCA)

**Client Responsibility**, Monday, August 16<sup>th</sup> @ 9am

[https://zoom.us/webinar/register/WN\\_41MWe1NQRlaVC5ZFoOp9LA](https://zoom.us/webinar/register/WN_41MWe1NQRlaVC5ZFoOp9LA)

**Parent Providers and Live-in Providers**, Thursday, August 26<sup>th</sup> @ 3pm

[https://zoom.us/webinar/register/WN\\_wlGeRk7GTsazl0DyqJIARw](https://zoom.us/webinar/register/WN_wlGeRk7GTsazl0DyqJIARw)

# Don't miss out!

## Guest speaker during DSHS CDE public webinars

- Beginning **August** - CDWA will present at upcoming DSHS CDE Project Team public webinars thru the remainder of 2021
- Topic specific presentations to help IPs & Clients prepare for the transition to the CDE
- Opportunity to ask questions directly to CDWA

Register for upcoming webinars in advance:

<https://www.dshs.wa.gov/altsa/stakeholders/consumer-directed-employer-project>

# Are you ready?

# CDE rollout

	Approx. # IPs	Time Capture Date	Counties
<b>Pilot</b>	200	October 2021	Portions of Lewis, Mason, Thurston
<b>Phase 1</b>	16,000	February 2022	Ferry, Island, Kitsap, Lewis, Mason, Pend Oreille, Pierce, San Juan, Skagit, Spokane, Stevens, Thurston, Whatcom, Whitman
<b>Phase 2</b>	30,000	April 2022	Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Franklin, Garfield, Grant, Grays Harbor, Jefferson, King, Kittitas, Klickitat, Lincoln, Okanogan, Pacific, Skamania, Snohomish, Wahkiakum, Walla Walla, Yakima

# Pilot and Hiring Phases

County where the Client lives determines phase for Client and their IP(s).



## Pilot: Clients and ~200 associated IPs

Participating Counties

-  • Lewis
- Mason
- Thurston

Initial Communication: **July 1, 2021**

Time Capture: **October 1, 2021**

## Phase 1: Clients and ~16,000 associated IPs

Participating Counties

-  • Ferry
- Island
- Kitsap
- Lewis
- Mason
- Pend Oreille
- Pierce
- San Juan
- Skagit
- Spokane
- Stevens
- Thurston
- Whatcom
- Whitman

Initial Communication: **November 1, 2021**

Time Capture: **February 1, 2022**

## Phase 2: Clients and ~30,000 associated IPs

Participating Counties

-  • Adams
- Asotin
- Benton
- Chelan
- Clallam
- Clark
- Columbia
- Cowlitz
- Douglas
- Franklin
- Garfield
- Grant
- Grays Harbor
- Jefferson
- King
- Kittitas
- Klickitat
- Lincoln
- Okanogan
- Pacific
- Skamania
- Snohomish
- Wahkiakum
- Walla Walla
- Yakima

Initial Communication: **January 1, 2022**

Time Capture: **April 1, 2022**

# IPs – start preparing **now** for the CDE!



## Review IPOne to ensure your info is current:

- Phone number
  - Mailing address
  - Email address
  - Paid Time Off (PTO) balance
  - Cumulative Career Hours (CCH)
- 
- Make sure you are **current** on IP training(s) & background check
- 
- **Respond** right away when you receive information about your transition to the CDE!

# IP transition to CDE overview

Upon Transition, IPs will be hired by CDWA, **not** contracted with DSHS

IPs will **not** have to reapply for their job

Complete CDWA new employment documents & orientation

- Employment orientation is **paid** time
- Completing employment documents is **not** paid time

CDWA is required to complete background checks if expired or will expire

# Required steps of Consumer Direct Washington's IP hiring process

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- IPs transitioning from DSHS to CDWA will complete new employment documents; new IPs will have to apply with CDWA
- Confirm demographic information (address, phone #, email address)
- Identify an emergency contact
- Confirm the Clients that the IP will be providing care to
- Attest to live-in status to determine eligibility for the Difficulty of Care exemption



# Required steps of Consumer Direct Washington's IP hiring process

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- Attest to live-in status to determine eligibility for the Electronic Visit Verification exemption
- Identify relationship to determine eligibility for the Federal Insurance Contributions Act (FICA/Social Security) exemption
- Complete W-4
- Select method to receive pay (direct deposit or debit card)
- Attest to terms of employment with CDWA

# Required steps of Consumer Direct Washington's IP hiring process

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- Provide proof of insurance and valid driver's license (for IPs that drive on behalf of their client)
- Select if the IP would like to receive the Hepatitis B vaccination
- Background check (if the background check expires within 90 days of their transition)
- Complete the I-9 Employment Verification form
- Complete CDWA employment orientation

# Clients – start preparing **now** for the CDE!

## To Do List

- 1.
- 2.
- 3.
- 4.
- 5.



- **Work with your Case Manager to ensure your contact info is up to date:**
  - Phone number
  - Mailing address
  - Physical address
  - Email address

DSHS must have your current contact information to send you important information regarding the transition to the CDE.

# Client transition to CDE overview

- Clients will continue to:
  - Be the managing employer and will select, schedule, supervise and dismiss their IPs
  - Work with existing Case Managers
  - Have service amounts determined through the CARE assessment

# Review of the CDE basics

# CDE Implementation

## What will change

### **Consumer Direct of Washington will:**

- Be the legal employer of IPs
- Manage IP payroll, background checks, and track IP training compliance
- Perform Character, Competence & Suitability as needed
- Perform the functions of the Home Care Referral Registry

# CDE Implementation

## What will change

**IPs** will go thru CDWA's hiring process & will **no** longer contract with DSHS

- **Clients** will inform CDWA of:
  - Their choice of IP
  - How hours are to be assigned
- **Case managers** will authorize hours and assign tasks to CDWA, **not** the IP

# CDE Implementation

## What will change

- **CDWA will** collect client responsibility from the client
- **IPs will not** accept client responsibility from the client
- Electronic Visit Verification (EVV) through the CDWA's EVV app (Care Attend)
- Live-in exempt IPs will submit hours **weekly** in CDWA's web Portal



# CDE Implementation

## What stays the same

- **Case Managers** continue to do CARE assessment & develop care plans with clients
- **Clients** will select, schedule & manage the work of IPs
- **Clients** can still receive service from an IP or through a Home Care Agency

# CDE Implementation

## What stays the same

- **IP** pay rates, cumulative career hours (CCH), and paid time off (PTO)
- **IP** training requirements through the Training Partnership
- **Clients** and **IPs** can still use Carina

# Questions from the June Webinars

**Q: Will the CDE require IPs that drive on behalf of their client provide updated insurance information and driver's license when they expire?**

**A:** Prior to driving on behalf of a client, IPs must attest as to whether they will drive for their client. If so, IPs must provide a current driver's license and proof of insurance. IPs will not need to resubmit their new insurance or renewed driver's license to CDWA when their current ones expire.

If needed, CDWA may run a Motor Vehicle Report and revoke driving privileges based on driving record. CDWA may also revoke driving privileges if we learn the driver has failed to maintain a current driver's license, and/or vehicle insurance.

**Q: If a client's services with CDWA are suspended due to non-payment of client responsibility and the client then makes a payment to CDWA, will their IP be re-assigned to them?**

**A:** Yes. The IP will be re-assigned to the client if the IP is available. If the IP is no longer available, CDWA will refer the client to the Carina database to find another IP.

**Q: How are clients being informed about the changeover to the CDE?**

**A:** DSHS has provided clients with information throughout the project, including a DSHS informational brochure and Wellness Education newsletter. Clients may have also received information about this through DSHS's monthly webinars, CDWA's webinars, other newsletters, and outreach efforts by stakeholder and advocacy groups.

Prior to each rollout phase, a letter from DSHS will be mailed directly to each client. CDWA will also send communications to clients.

**Q: Will the CDE follow the legislative requirements when reviewing and approving temporary Work Week Limits (WWL) that exceed the permanent WWL?**

**A:** Yes, CDWA will have a list of those IPs who have permanent WWL above 40 hours. CDWA will review new requests for temporary work week limit increases on a case-by-case basis.

**Q: Will IPs currently contracted with DSHS but are not currently working with a client be transitioned to the CDE?**

**A:** No. Only IPs with a current contract AND an active authorization(s) will be sent to CDWA as transitioning IPs. Any IP without a current contract should contact CDWA directly for further assistance.



## Upcoming webinars:

8/17/21 @ 10:30am

9/23/21 @ 3:00pm

10/19/21 @ 10:30am

Register for future webinars at:

<https://www.dshs.wa.gov/altsa/CDE>

Please send us your suggestions to improve the monthly webinars:

[CDE@dshs.wa.gov](mailto:CDE@dshs.wa.gov)

# Stay Connected

**Sign up for Email Updates:** *Select Consumer Directed Employer*

AL TSA -

<https://public.govdelivery.com/accounts/WADSHSAL TSA/subscriber/new>

DDA -

<https://public.govdelivery.com/accounts/WADSHSDDA/subscribers/new>

**Visit the CDE website:** <https://www.dshs.wa.gov/altsa/cde>

**Visit the CDWA website:** [ConsumerDirectWA.com](https://ConsumerDirectWA.com)

# Transforming Lives

**Questions?** Email the  
Project Team directly:  
[CDE@dshs.wa.gov](mailto:CDE@dshs.wa.gov)

