

**Consumer Directed Employer (CDE) Project
Talking Points #6 – Work Process Changes**

What processes will move from Case Managers to the CDE?

The table below highlights key tasks that are currently completed by DSHS and AAA staff. These tasks will be completed by the CDE after implementation.

Process	DSHS/AAA Regional Staff	Case Managers	CDE
	Current	Future	
Manage Background Check Requirements	✓		✓
Training – category assignment	✓		✓
Training – ongoing compliance	✓		✓
Authorizing training and travel time	✓		✓
Assisting Consumer with Multiple IPs	✓		✓
IP Overpayment processing	✓		✓
Managing IP Work Week Limits	✓		✓
Complete the Character, Competency & Suitability form	✓	Provide input	✓
Assigning tasks	✓	CM to CDE	CDE/Client to each IP
Contracting & Contract Monitoring	✓		CDE hires the IP
Planned Action Notices (PANs) to IPs for training, or to Clients for denial of choice of provider	✓		CDE communicates with clients and IPs
Authorizing hours	One payment authorization to each IP working with the client	One payment authorization per client to the CDE	

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Visit the [CDE website](http://www.dshs.wa.gov/altsa/cde) at www.dshs.wa.gov/altsa/cde to:

- Sign up to receive **Consumer Directed Employer** updates by email
- Sign up to attend a monthly informational webinar or stakeholder meeting
- Review the latest Materials & Resources



For more information:
Contact the CDE Project Team at CDE@dshs.wa.gov