

## The Katie Beckett Part B, Self-Determination, Comprehensive Aggregate Cap and Statewide Waiver Program

With Self Direction I can choose services and supports needed to live independently. Here are my choices and responsibilities.

### My choices include:

- Select Workers to hire.
- Define Workers' job duties.
- Train Workers based on care needs and preferences.
- Set a Workers' schedule.
- Set a Workers' pay within program guidelines.

### As the Employer of Record, my responsibilities include:

- Hire, supervise, and dismiss Workers.
- Make sure Workers have CPR, First Aid, and complete all required Relias Trainings.
- Stay within the approved budget.
- Keep records, such as daily notes, on services received.
- Make sure Workers are showing up and providing needed care.

**Can I get help with self-directing services?** Yes. Consumer Direct Care Network (CDCN) will provide Fiscal Employer Agency services and provide a Support Broker to help with employer tasks.

### A Fiscal Agent will:

- Process Worker background checks.
- Pay Workers.
- Process payroll taxes.
- Keep service records.
- Help with other employer tasks.

### A Support Broker will help me to:

- Understand self-direct services.
- Understand my budget and Worker pay rates.
- Stay within my budget.
- Learn how to find someone to hire.
- Decide how much to pay Workers.
- Fill out employer and Worker paperwork.
- Set a Workers' schedule.
- Train Workers.
- Evaluate Workers.
- Complete other self-directed tasks.

### How do I decide on the Worker pay rate? It's helpful to consider:

- What is the Worker's experience?



- How far must the Worker drive to get to work?
- How many hours will the Worker work?
- Are Workers going to work during special hours, like overnight, weekends, or holidays?
- How much is available in the budget?

**Are there any rules about who I can hire?** Yes. The Worker must:

- Be at least 18 years old.
- Be able to read, write, and communicate in English.
- Be able to read and understand instructions.
- Be able to keep service records.
- Have a driver's license and insurance (if transportation is an approved service).
- Pass a background check.

**Do the people I hire need special training?** Yes. Before they can start work, they must:

- Get CPR certification.
- Get First Aid certification.
- Complete all required Relias Trainings.

*My Support Broker will provide a list of approved vendors that provide CPR and First Aid certification.*

**If I want to self-direct services what are the next steps?**

I can contact my DDA Case Manager or Independent Support Coordinator and let them know I want to self-direct services. My Case Manager or Independent Support Coordinator will then send a referral to CDCN.

**A Support Broker will contact me to discuss self-directing my services. We will:**

- Set up a time to visit.
- Fill out the employer paperwork.
- Fill out Worker applications.
- Discuss any questions I have about self-directing services.

**Who can tell me more about self-direction?** I can contact the State Director or the Program Manager at CDCN:

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