

## Consumer/Self-Direction Questions - Who Do I Call?

## Call Consumer Direct Care Network at

- Request check stop payments
- Ask about worker Direct Deposit enrollment & status
- Change worker payment preferences
- Request for paper mailing to be sent (paystubs)
- Reset a Portal or CareAttend username or password for either members or providers
- Identify timesheet payment amount(s), assist with review in CareAttend
- Inquire about an "online error" preventing a timesheet from being submitted
- ◆ Inquire about any technical issues preventing a timesheet from being submitted via CareAttend
- W-2 information
- Verification of Employment
- General EVV questions
- Report issues with CareAttend or DirectMyCare web portal

## Call your Supports Broker

- Directly assist workers to enroll in a Self-Directed/Consumer Directed Program
- Provide instruction and training on EVV timesheets to members and workers
- Provide instruction and training on the CareAttend mobile application
- Explain what timesheet pend messages are and what they mean
- Answer questions about the Program rules or how the Program works
- Explain the PCSP/ISP, authorizations, and budget
- Check on the status of a worker's enrollment packet
- Schedule or ask about home visits to provide further assistance
- Request guidance in how to locate a new employee
- Report an instance or allegation of abuse, neglect, exploitation or fraud
- Report a worker termination of employment
- Report a change in unpaid care or natural supports, if it impacts personal care needs
- Inquire about pay rates
- Identify timesheet payment amount(s)
- Inquire about the status of submitted timesheets
- Enroll a new worker
- Report status changes, including the beginning or end of hospitalizations or vacations that are out of state
- Change worker payment preferences
- ◆ Inquire about any technical issues preventing a timesheet from being submitted via CareAttend

Call your
MCO Support
Coordinator,
Care Coordinator,
or DDA Case
Manager

- Ask general questions about the Program
- To make changes to your PCSP/ISP
- Changes in your Medicaid Status
- Changes in program eligibility
- Change in member address
- Change Authorized Representatives