

Attendant Enrollment and Agreement Form

This form is required for Health First Colorado (Colorado's Medicaid program) members in the Colorado Consumer-Directed Attendant Support Services (CDASS) program to hire an attendant with Public Partnerships LLC (PPL). This form is used to tell PPL who is applying to be the member's attendant and that they agree to fulfill their duties.

Instructions: Attendant and employer, complete the form and sign the last page.

Employer Name (first and last): _____

Member Name (first and last): _____ **PPL ID:** _____

Attendant Information

Name (first, middle and last): _____ Date of Birth: _____

Maiden or Previous Last Name: _____ Social Security Number: _____

Relationship to the member (check one): ☐ Spouse ☐ Parent ☐ Other Relative ☐ Non-Relative

Physical Address (where you live)

Address (not PO Box): _____

Address 2 (Apt., Ste., or other): _____

City: _____ State: _____ Zip Code: _____ County: _____

☐ Check the box if the address where you live is the same as your mailing address. If it is not, complete the Mailing Address section below.

Mailing Address

Address (not PO Box): _____

Address 2 (Apt., Ste., or other): _____

City: _____ State: _____ Zip Code: _____ County: _____

Contact Details (an email and phone number are required)

Email: _____ Cell phone: _____

Home or other phone: _____ Primary language: _____

Preferred Contact Method: ☐ Email ☐ Cell Phone ☐ Home Phone ☐ Mail

Best Contact Times: _____

Do you want PPL to text you? Carrier charges may apply. ☐ Yes ☐ No

Qualifying as an Attendant

A CDASS attendant must meet certain qualifications before they can be hired. An attendant must:

- Be at least 16 years of age,
- Pass a background check,
- Be allowed to work in the United States,
- Have a valid U.S. Social Security Number,
- Be able to care for the member to their or their Authorized Representative's (AR) satisfaction,
- Not serve as the member's AR at the same time that they are an attendant, and
- Fulfill all CDASS program requirements.

Role of Public Partnerships LLC

PPL is a Financial Management Service (FMS) provider using a Fiscal/Employer Agent model. As such, PPL is not the attendant's employer. The CDASS member or their AR is the legal Employer of Record. However, PPL completes tasks on behalf of the employer, such as:

- Managing the attendant enrollment process,
 - PPL helps the employer collect attendant information needed to complete employment forms required by Federal and state law, and the rules of the CDASS program,
- Ensuring that attendants are qualified to work in the CDASS program,
- Processing attendant timesheets,
- Applying attendant payroll garnishments,
- Paying attendants,
 - PPL uses attendant bank account numbers only to process paychecks and garnishments (if applicable) on behalf of the CDASS employer,
 - PPL will process my paychecks only after my employer approves my timesheets,
- Collecting and sending payroll taxes to the federal and state government, and
- Contacting attendants regarding employment or program issues, as needed, using the contact information provided by phone, text message (if opted-in), email, and/or regular mail.

CDASS Employer Role

To self-direct care in CDASS, the member or their AR must be the legal employer of each attendant hired to provide services to the member. A CDASS employer ensures their attendant understands:

- They are the employee of the member or the AR, not Public Partnerships LLC (PPL) or the State of Colorado,
- They cannot be the member's AR and attendant at the same time, and
- They are expected to perform services following CDASS and Medicaid rules and regulations.

CDASS Attendant Duties

Background Check and Enrollment with PPL

A CDASS attendant must undergo and pass a background check administered by PPL to be hired. Attendant background checks involve:

- Colorado criminal background check,
- Colorado Board of Nursing check, and
- Office of Inspector General List of Excluded Individuals and Entities database check.

To pass the background check, an attendant **must not have**:

- Been convicted of a high-risk crime according to the CDASS Background Check Crimes of High Risk program policy,
- Had a license or certification issued by the Colorado Board of Nursing revoked, suspended, or denied,
- Been placed on the Office of Inspection General List of Excluded Individuals and Entities, and
- Failed any additional background checks required by the CDASS employer.

An attendant **is not allowed** to start working and get paid until they have passed the background check process and completed all enrollment paperwork required in PPL's hiring process. By accepting an offer of employment, they agree to:

- Promptly and accurately complete all attendant paperwork,
- Cooperate with their employer to complete employer or member paperwork, as needed, and
- Sign all forms electronically, when possible, as requested by PPL.

Attendants must understand that their CDASS employer will:

- Confirm when they are hired,
- Communicate the official start date/"Good-to-Go date" when the attendant can begin working, as they are informed by PPL,
- Set all terms of the attendant's work and schedule, before their start date, and
- Explain what services the attendant will be providing to the member, before their start date.

Providing Services

CDASS attendants provide services to the member following the directions they receive from their CDASS employer. To provide quality care, the attendant must:

- Understand that their CDASS employer:
 - Sets the rate(s) of pay equal to or greater than the highest legally required minimum wage,
 - Sets and communicates the work schedule, including the number of hours per week the attendant will work,
 - Provides all job training, and
 - Supervises the attendant,
- Complete the duties and jobs assigned by their employer, as allowed by CDASS regulations,
- Comply with hourly work limits based on their relationship to the employer,
- Comply with work limits if they are under the age of 18, specifically:
 - Not working more than 8 hours a day,
 - Not working more than 30 hours in a week, and
 - Not operating any patient lift devices on the member,
- Not provide services to the member at any time they are in a care facility, such as a hospital or a nursing home,

- Understand that this agreement does not promise they will work:
 - A certain number of hours each week, or
 - The same number of hours they previously worked each week.
- Understand that the attendant's job depends on the member remaining in the CDASS program; if the member is disenrolled from CDASS the attendant can no longer work for them.

Timesheets

A CDASS attendant is required to document their work shifts in PPL's timesheet system. They must:

- Use PPL's timesheet system to document their work shifts,
- Ensure their timesheets are always correct,
- Submit timesheets to only their employer, meeting PPL's timesheet deadlines,
- Understand that only their employer can approve timesheets, including daily timesheets,
- Submit timesheets with only the work that was authorized by their employer,
- Make sure the work they do is authorized by the member's CDASS program budget,
- Not start working before their employer gives them their official start date, and
- Not work if they are no longer qualified under the CDASS program rules to provide services.

A CDASS attendant cannot be paid in the CDASS program unless their employer approves their timesheet. They cannot work more hours than their employer approves.

Electronic Visit Verification

Attendants in CDASS who must complete Electronic Visit Verification (EVV) log their work shifts using PPL's EVV technologies. EVV collects data about a member's services such as when, where, and how long care is provided. An attendant must:

- Have reliable access to:
 - A mobile phone,
 - A tablet,
 - A computer, or
 - The member's land line,
- Clock-in and out of work shifts using PPL's EVV mobile application and/or telephone reporting,
- Not use PPL's online portal to log work shifts as the primary method of completing EVV,
- Report to their employer any changes in their access to the internet or internet connectivity, and
- Cooperate with their employer to comply with the State's EVV requirements.

Payroll Garnishments

PPL will help a CDASS employer comply with garnishment orders against an attendant. If PPL gets a court order for garnishment, the attendant must understand and comply with PPL:

- Withholding money from their paycheck, as required by the court order,
- PPL possibly charging a processing fee for setting up the garnishment, and
- Withholding money from their paycheck until:
 - The entire amount of the garnishment has been satisfied, or
 - The court order no longer applies.

Employer Communication and Reporting Changes

A CDASS attendant is expected to communicate with their employer, and when necessary, directly with PPL. It is the attendant's responsibility to:

- Work directly with their employer for all job-related needs,
- Report to their employer:
 - Changes to their information, including contact information,
 - Changes to their work availability,
 - Need for sick leave or family and medical leave,
 - Plans to not work for more than six months, attendants must also report this to PPL,
 - Any payment issues, or
 - If they no longer want to work for the employer and choose to quit.
- Contact PPL only if they:
 - Need to update their name, address, or phone number,
 - Receive error messages on PPL's web portal or phone app,
 - Need to report a major decline, improvement, or change in the member's health status,
 - Have stopped working for the employer, or
 - Cannot contact the employer or CDASS member.
- They must keep private all personal information about the member.

Fraud, Waste, and Abuse

It is a critical duty of the CDASS attendant to responsibly and lawfully provide services to the member. The attendant must:

- Understand that the CDASS program is part of Health First Colorado (Colorado's Medicaid program),
- Understand that committing fraud, waste or abuse of Medicaid funds is a crime,
- Understand that following activities could qualify as Medicaid fraud, waste, or abuse:
 - Being paid for work they did not do, or
 - Being paid for work that is not permitted in the CDASS program,
- Understand that when Medicaid fraud, waste, or abuse occurs:
 - They, the attendant, will need to pay back the money they did not earn,
 - The State or the Federal Government may take legal action to get the money back, and
 - Both the employer and attendant may be subject to criminal penalties, and
- Report to PPL and/or the State any fraud, waste, or abuse of the member's Medicaid funds (CDASS budget) they suspect.

Mistreatment, Abuse, Neglect, and Exploitation

It is critical that a CDASS member is safe when receiving services. As a service provider, the CDASS attendant agrees to:

- Never:
 - Mistreat or abuse the member,
 - Neglect the member when they are responsible for caring for the member,
 - Misuse the funds or property of the member, and

- Coerce the member to make decisions or take action that risks their wellbeing,
- Report anyone who has committed the actions above to PPL and the appropriate authorities.

Termination

When a CDASS attendant is no longer fulfilling their duties and meeting the expectations of the employer, they may be terminated. The attendant must understand:

- Their employer can terminate them at any time and for any lawful reason,
- Their employer may choose, or be required by the State, to fire them if:
 - They commit abuse or neglect of the member,
 - They commit fraud, waste or abuse of the member's Medicaid funds, or
 - If they misuse funds or property of the member, and

CDASS Attendant Agreement and Signature

By signing below, I understand and agree to the following:

- I have read this Attendant Enrollment and Agreement Form completely,
- All the information I have provided is accurate and complete,
 - I understand that if I have given false information to my employer, PPL or the State of Colorado that I may be:
 - Terminated by my employer,
 - Excluded from working in the CDASS program, and/or
 - Subject to administrative and/or legal penalties,
- This document is not an employment contract between me and PPL or the State of Colorado,
- I can only be employed in the CDASS program if I have the right to work in the US, and have passed all required background checks requirements,
- To be hired as an attendant for the above-named CDASS member,
- I will fulfill all my CDASS attendant duties listed in this document,
 - I understand that I may be terminated if I do not follow CDASS rules or the requirements of this Attendant Agreement,
- If this attendant quits or is terminated, I will complete and submit PPL's Notice of Attendant No Longer Working Form,
- To follow all CDASS program rules set by the State of Colorado,
- Agree to not bring any claims or legal actions against PPL that relate to me not following CDASS rules or the requirements of this Attendant Agreement.

Attendant Signature: _____ **Date:** _____

Attendant Printed Name (first and last): _____

Employer Signature: _____ **Date:** _____

Employer Printed Name (first and last): _____