



PERSONAL ASSISTANT'S GUIDE TO THE CONSUMER DIRECTED PERSONAL ASSISTANCE PROGRAM

The Consumer Directed Personal Assistance Program (CDPAP) is a statewide Medicaid program that provides an alternative to home care services for individuals who are Medicaid-eligible to have more control

how it is provided. Consumers enrolled in the CDPAP program are allowed to manage their own care by recruiting, hiring, training, supervising, scheduling and dismissing their own personal assistants. Instead of a home care agency controlling the personal assistants, the Consumer takes on the role of employer for the personal assistants.

By accepting this position, you are agreeing to accept training and supervision at the direction of the Consumer or their designated representative. This guide will help facilitate your participation in the CDPAP program.

WHO IS MY EMPLOYER?

The Consumer is your employer and is responsible for hiring, training, supervising, scheduling and dismissing you.

WHAT ARE MY RESPONSIBILITIES?

As a personal assistant,

1. Recognizing the authority of the Consumer as your employer and supervisor;
2. Completing all tasks specified in the Consumer's plan of care in a manner that enhances the Consumer's ability to live independently;
3. Respecting the Consumer's person, privacy and property;
4. Authorizing Allen Health Care Services to collect and distribute employment-related information;
5. Complying with applicable policies and practices of Elara Caring

You may perform any task listed in the Consumer's plan of care. These services may include assisting the Consumer with bathing, dressing, toileting, grooming, house cleaning,



WHAT ARE ELARA CARING ' RESPONSIBILITIES?

As the Fiscal Intermediary, Elara Carings responsible to:

1. Process payroll, including processing income tax and other required wage withholdings and complying with workers' compensation disability and unemployment insurance
2. Pay you the wage established for the hours you worked for the Consumer as indicated on your time sheet.
3. Review time sheets and prepare and submit claims for Medicaid payment.
4. Ensure that your health status is assessed before you start working for the Consumer and annually after that.
5. Maintain your personnel records.
6. Maintain records related to the Consumer.
7. Monitor the ability of the Consumer, or the ability of



WHEN AND HOW DO I GET PAID?

You will get paid every two



WHAT SHOULD I DO IF I SUSPECT FRAUD?

If you suspect fraud by the Consumer or his/her designated representative or are aware of any violations of the Medicaid program rules, you should call Elara Caring immediately at (718) 689-1253.