

FAMILY CAREGIVER GUIDE

A FAMILY'S GUIDE TO UNDERSTANDING THE FAMILY CAREGIVER ACT

In 2011, The Arc distributed the original copy of this Family Caregiver Guide to help individuals/families/teams navigate the recently implemented Family Caregiver Act. The guide was jointly developed by a group of family members, The Arcs, Program Approved Service Agencies (PASAs) and Community Center Boards (CCBs). In 2021, this guide was updated by Developmental Pathways to include the Children's Habilitation Residential Program (CHRP) Waiver and to combine information from the Developmental Disabilities (DD), Supported Living Services (SLS), and Children's Extensive Services (CES) Waivers into a single resource. The information in this updated guide includes a great deal of the original information, with updates from a collection of additional information and experiences that have occurred since the Family Caregiver Act was implemented. The purpose is to give individuals/families/teams the information needed to understand the options available under the Family Caregiver Act.



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Overview

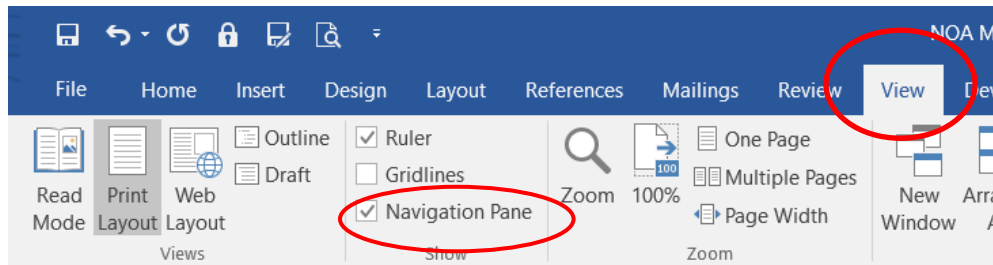
About this Guide

- The Family Caregiver Guide is designed to be used as a digital document, as opposed to a printed one.
- This guides' purpose is to help families better understand The Family Caregiver Act and what the process, roles and responsibilities are for paid family caregivers, depending on the waiver the individual is receiving services/supports through.

How to Navigate

There are several ways to navigate through this guide beyond scrolling to the section needed:

1. In the Table of Contents at the beginning of the guide, hold the Control key and then click on the section you want to navigate to.
2. Use the Navigation Pane panel, which is an outline of the entire guide. Click on the desired heading or subheading to move to that section or use the search box at the top of the panel.
 - a. If the Navigation Pane is not visible when you open the manual, navigate to the View tab at the top of the screen and click the "Navigation Pane" box.



- You can also hold the Ctrl+F to search for specific words or phrases within the guide.

Basics

What is the Family Caregiver Act?

In previous decades, it was necessary for adults with I/DD to move out of their home to receive services. However, the 2008 Family Caregiver Act was fully implemented in November 2010 which allows individuals receiving some waiver services to receive those services by a family member of their choice.

This guide includes information regarding what paid services/supports can be provided by family members through the CES, SLS, and DD Waivers. Situations are individualized and may include paid services/supports, in addition to some unpaid support time to best meet the individual's needs. Family Caregiver is a service option on CES, SLS and DD and is not its own waiver.

Definitions

Person with I/DD or Individual	Refers to a person with Intellectual or Developmental Disabilities.
Family Caregiver	A family member who provides care to the person with an intellectual or developmental disability. <ul style="list-style-type: none"> • Paid family member who meets the requirements for a qualified Family Caregiver and is hired and working through a Program Approved Service Agency (PASA).
Program Approved Service Agency (PASA)	Agency Program Approval is authorized by HCPF and is specific to a type of service.
CCB / CMA	Community Centered Board (CCB) / Case Management Agency (CMA) is the single point of entry for waiver and state funded services for individuals with intellectual or developmental disabilities and is responsible for case management services. Developmental Pathways is a CCB/CMA.
Health Care Policy and Finance (HCPF)	HCPF oversees and operates Health First Colorado (Colorado's Medicaid program) and other public health care programs for Coloradans who qualify. They approve and monitor the HCBS-CES, HCBS-SLS, and HCBS-DD waiver services for children and adults with Intellectual or Developmental Disabilities. https://hcpf.colorado.gov/about-us
Direct Support (Direct Care)	A paid person, related or not, who is directly involved with the individual in at least one approved service.
Home and Community Based Services (HCBS)	Services/supports provided under one of the following waivers, as it pertains to this guide: HCBS-CES, HCBS-SLS, or HCBS-DD.
HCBS-Children's Extensive Supports (CES) Waiver	HCBS-CES is a Medicaid waiver providing services/supports for children with extensive needs (typically related to high behavioral or medical needs) and I/DD.
HCBS – Supported Living Services (SLS) Waiver	HCBS-SLS is a Medicaid waiver providing services/supports for adults 18+ whom need services/supports related to an intellectual or developmental disability.
HCBS- Developmental Disabilities (DD) Waiver	HCBS-DD is a Medicaid waiver providing residential services/supports for adults 18+ whom need services/supports, including residential services. Previously this waiver was also referred to as the Comprehensive waiver. This waiver provides

	the necessary support to meet the daily living needs of an individual who requires access to 24/7 support in a community-based residential setting.
Service Plan (SP)	Individual's annual SP is the written document that defines services/supports to cover the needs of the individual. This document also includes personal goals for the individual.
Support Level aka Supports Intensity Scale (SIS)	The Support Level is used by Colorado to determine an individual's level of need based on their skills and abilities. This is based on a scale of 1-6 and determines funding for various services depending on the waiver.
Case Manager (CM)	This is the first person to call and talk to about the Family Caregiver option. Case Managers support individuals/families/teams with coordinating services/supports depending on what waiver is being accessed. Previously Case Managers were referred to as Resource Coordinators (RC).
Family	A mother, father, brothers, sisters, extended blood relatives such as grandparents, aunts, uncles, cousins, or adoptive parents are considered eligible to potentially provide services/supports under Family Caregiver. Spouses are not approved to be paid family caregivers. Caregiver must be 18+ years old.
Friends/Neighbors/Community Connections	These people may be able to provide services/supports under a waiver as well, but would be considered an employee of the PASA, not a family caregiver.
Interdisciplinary Team (IDT)	A formal IDT must include the individual and the Case Manager. Others that may also be included as team members are the individual's family members, friends, authorized representatives, advocates, and providers. Basically, anyone the individual chooses to include at a meeting to discuss the services/supports/needs of the individual.
Legal Guardian	This is based on court action appointing a Legal Guardian for an individual who is 18+. Legal Guardianship does not mean legal responsibility to provide care for a person or financial responsibility for their physical care. A Legal Guardian is not held legally responsible for a person's actions. A Legal Guardian is responsible for making decisions in accordance with the terms of the guardianship. Legal Guardians can be paid Family Caregivers.
Legally Responsible Person aka Spouse	Spousal relationships are considered responsible to share in the physical and financial care of one another. Therefore, federal Medicaid defines a spouse as a legally responsible person. A court appointed legal guardian is not considered a legally responsible person. This person cannot provide paid family caregiver supports.
Natural Supports	The supports and supervision offered by a non-paid person(s), related or not to the individual.
Activities of Daily Living (ADLs)	The support that is determined during the 100.2 Assessment process to be needed by the individual when it comes to: bathing, dressing, toileting, transferring, mobility, eating, behaviors and/or memory/cognition.
Service Plan Authorization Limit (SPAL)	The current amount of funding available based on the individual's Support Level (1-7).
Medicaid State Plan	Individuals receiving services under a waiver are also covered under Colorado Medicaid, also known as Health First Colorado. Medicaid is a health insurance plan (also known as State Plan benefits). Medicaid State Plan benefits are not part of any waiver, they are for anyone who qualifies for Medicaid.

HCBS - Developmental Disabilities (DD) Waiver

How Family Caregiver Works for Services Under the HCBS-DD Waiver

- The individual must already have an authorization for the DD Waiver to use the Family Caregiver option.
 - The funding amount for services is based on the Support Level and/or caps that HCPF has designated for each service.
 - Participation in Family Caregiver does not change the current funding and/or caps available.
 - Rates for Residential Services are in accordance with the dollars per day paid to PASAs by the state (HCPF) based on the individual's Support Level.
- Residential services requires that the individual needs access to 24/7 support.
 - The PASA and Family Caregiver should discuss and determine how the supervision and support needs of the individual will be met, either through paid caregivers or non-paid support (natural supports).
- The individual's services/supports must be identified in their Service Plan.
- The Family Caregiver option must meet the Least Restrictive Environment criteria:
 - Least Restrictive Environment means an individual's life should look like other people their same age. Individuals have the right to:
 - Choose the activities they would like to do at home and in the community.
 - Receive support for activities such as cooking, laundry, housekeeping, transportation, etc. that helps them be as independent as possible.
 - Receive support with personal care activities such as bathing, dressing, toileting, mobility, transferring, eating and behaviors.
- There are Federal Medicaid and Legally Required Protections for everyone receiving services under the DD Waiver:
 - The individual must live in a healthy environment, be kept safe from harm, and assured that their medical needs are met such as dental, vision, annual physical appointments, etc.
 - Individual Rights as defined in Colorado Statutes must be assured (Ask your Case Manager for a copy of individual's rights.)
- The individual and their family must choose a PASA willing to support the Family Caregiver option to receive this support through that particular PASA. There are various PASAs that can provide this service/support:
 - If there is a particular PASA you would like to choose, inform your Case Manager.
 - If you are unsure of which PASA, your Case Manager will send out a Request for Proposal (RFP) in which PASAs will respond to your Case Manager if they are willing and able to support the request. You can also request support from your Case Manager if you would like their support with narrowing down the responses.
 - It is recommended that the individual/family/team meets with 3-5 residential providers to discuss the difference in supports provided and pay rates for Family Caregiver support to choose the PASA that can best support the individual/Family Caregiver (see some possible questions to ask PASAs during this process are listed in the last section).
- A paid Family Caregiver must be able and willing to meet any requirements of employment specific to the PASA they work with, and any additional State rules and regulations required.
 - An employee must be at least 18 years of age.
 - A PASA can have additional requirements based on their policies and procedures. These should be shared with you prior to selecting your choice of PASAs.



- Home visits are required by the PASA quarterly, at a minimum. Many PASAs do so more frequently to ensure quality support. There may be more visits in the beginning to provide additional support with learning the new responsibilities and role of the family member. Also, PASAs may complete unannounced visits.
- The family home must be safe and pass a Housing and Urban Development (HUD) inspection for the Family Caregiver setting to be determined safe.
 - This is completed by the PASA.
 - This ensures the family home is a safe environment for the individual to reside.
 - Safety checks include smoke detectors, carbon monoxide detectors, two exits from floors used for sleeping, all exits are free from blockages to egress, and that emergency placement must occur if the home is deemed not safe by the Division of Housing (DOH).
- The Family Caregiver will be responsible for all room and board requirements, including but not limited to, rent, food, utilities, household items, personal care items and household items not paid out of the residential rate.
- It is the responsibility of every paid provider, whether a family caregiver or not, involved in the individual's life to ensure they are free from mistreatment, abuse, neglect and/or exploitation and that their rights are not violated. This is part of being a mandatory reporter.
- The Family Caregiver will be required to take trainings both required by the state and by the PASA themselves, the number of hours and the number of trainings vary from PASA to PASA.
 - Examples include CPR, First Aid, QMAP (Medication Training), PASA specific trainings etc.
- The Family Caregiver is expected to provide transportation as part of residential services to all medical and other appointments, as well as community activities such as recreational sports, church, etc.

When Considering Family Caregiver Services

- For an individual receiving Family Caregiver services, consider the following:
 - The Family Caregiver option is one setting that may work for the individual and their family/team. The team should learn about and consider all DD settings and options such as a group home, Personal Care Alternative (PCA) or a host home (speak with your Case Manager further regarding what these other options entail). If the individual decides they do not want to use the Family Caregiver option after trying it out for a given period of time, they can choose a different service delivery option.
 - It is the individual's choice who they would like to have support them, and their choices should be honored.
 - The individual/family/team is not required to select the Family Caregiver setting, even if others are encouraging this arrangement.
 - Just because the individual/family/team would like someone to become the individual's Family Caregiver, they may not be able to for certain reasons.
 - For example, that person may not be eligible, or may not have enough time or otherwise be able to provide the supports that the individual needs.
 - The individual, Family Caregiver, PASA and Case Manager will need to agree on what supports will be provided.
- There are many different ways that the Family Caregiver model can look in addition to the overview that is provided in this guide. Some alternatives could include:
 - Bringing staff into the home (this can be challenging to find and is not always reliable).
 - Having a combination of staff and family member support in the home (this can be challenging to find and is not always reliable).
 - There are different potential options and these should be discussed amongst the individual/family/team.



- **Social Security Benefits & Benefits Management:**
 - An individual receiving services and their family member must be prepared to talk about the role of the Representative Payee for any Social Security benefits or any other type of benefits if this has not yet been established.
 - There are several factors that play into how Representative Payee supports are managed. This can include the individual themselves, a family member, the PASA or a third-party resource.
 - Even when the individual is residing in a family member's home, they should be paying room and board to their Family Caregiver and the individual should be receiving their Personal Needs Funds (PNF) monthly. These amounts change typically annually, and you can check with the PASA for the most up to date rates.

Depending on the PASA the Family Caregiver may be Considered an Independent Contractor or an Employee

- For family members becoming a Family Caregiver, consider the following:
 - There will be an impact on family income. If there is paid or non-paid support that you are committing to provide, please consider: How will it affect your current job? How will it affect your own benefits? The income the Family Caregiver receives from the PASA is tax exempt from Federal and State taxes, but the Family Caregiver is still responsible for paying into Medicaid and Social Security.
 - Employees of PASAs may benefit from: health, dental, and vision insurance. They also may receive retirement benefits, workman's compensation, mileage reimbursement. This means that the employee is required to pay into workman's compensation and payroll tax (which is for county/state tax). Currently employees and other blood relatives in the home are not required to complete background checks vs independent contractors who are required for everyone in the home to be background checked. Both employee and independent contractors are required by the state to go through a screening process called CAPS (Colorado Adult Protective Services data system) which checks on reports made to APS. The employer of the Family Caregiver determines if the results of the CAPS is related to job itself and if that makes the family member eligible for employment with that PASA or not.
- The family member may already provide non-paid support to the individual receiving services. By becoming a paid provider, the PASA will now request certain documentation of the supports the Family Caregiver provides. These changes can feel like an adjustment from what the family member is used to doing, but this adjustment will be necessary when the support given becomes a paid position. It is thought that it takes the Family Caregiver up to one year to adjust to the changes and be comfortable with all necessary paperwork and expectations of the PASA.
 - It may vary from PASA to PASA how this looks, but Family Caregivers are required to provide daily documentation on Medication Administration Records (MAR), health protocols, incident reports, habilitation activities/programs, and daily notes. These can be provided through online methods or on paper that are then turned into the PASA.
 - There are strict rules about documentation regarding medications and they must be followed by all providers, including Family Caregivers. These rules are trained on during the Qualified Medication Administration Program (QMAP) and includes information around how to handle controlled medications, psych medications, etc.
- **Daily Rate Cost Breakdown**
 - The Family Caregiver will typically receive between 60-80% of what the state pays the PASA as the daily rate, which is determined by the individual's support level, while the remaining 20-40% goes to the PASA for their oversight, billing, and other administrative fees. Family Caregivers are

welcome to discuss these fees with potential PASAs to see if they can negotiate their rate. The percentage rate is typically lower when working under the independent contractor model, part of this is because of the benefits that employees receive under the employee model.

- When the Family Caregiver receives financial payment from the PASA, this is earned income that the caregiver can then spend as they please; this money does not have to go back to supporting the individual.
- Administrative fees and program service fees (include a percentage of the daily rate), some of these costs may include:
 - Program Manager from PASA to support and monitor needs of individual.
 - Assuring state required documentation/PASA required documentation is completed.
 - Backup residential supports if the provider needs a break or a paid staff is unavailable for any reason to provide planned support for the individual (this could include respite).

Services Available Under the HCBS-DD Waiver

Family Caregivers can provide services which include an * next to them, this does not mean the parent or legally responsible party can provide these services though. These services might need to be provided by another blood relative.

- Residential Services
 - Host Home
 - Individuals typically live in another person's home and may have a housemate who is also receiving services. Host Homes have contracts with PASAs and must be available 24/7 to the individual(s) they support.
 - Personal Care Alternative (PCA)
 - *Family Caregiver setting: in which the individual resides in their own home with care provided by a paid family member. Individuals may also receive other services provided by a family caregiver.
 - Independent Living: in which an individual resides in their own or a shared (caregiver or housemate arrangement) apartment with access to 24/7 care. Discuss this option further with Case Manager if interested.
 - 2-3 Bed Home: rotating caregivers with access to 24/7 care.
 - Group Home: 4 or more individuals receiving services living in a home with typically 2-3 rotating caregivers with access to 24/7 care.
- Day Habilitation Services – Day Program
 - *Specialized Habilitation (Spec. Hab.): provided at the PASA's base-site location or in home (PASA must provide evidence that this is necessary due to medical or safety needs).
 - *Supported Community Connections (SCC): community-based day program.
 - Can be provided through Family Caregiver. Family members are paid a set percentage for this service as well. To figure out the rate, please talk to the PASA directly.
- Prevocational Services
 - Prepares individual for paid community-based employment.
- Supported Employment (Ask your Case Manager about Division of Vocational Rehabilitation (DVR) as a third-party resource to be accessed first prior to Supported Employment Services).
 - *Individual Job Development
 - Group Job Development
 - *Individual Job Placement



- Group Job Placement
- *Individual Job Coaching
- Group Job Coaching
- Behavioral Services
 - Behavioral Plan Assessment
 - Behavioral Consultation
 - Individual Counseling
 - Group Counseling
 - Behavior Line Staff
- Non-Medical Transportation Services
 - *To Day Program (Family Caregivers can provide if approved by the PASA).
 - *To Jobsite location in which Job Coaching services are being accessed (to be used after DVR funding has ended. Family Caregivers can provide if approved by the PASA).
 - Public Conveyance (Bus Pass, Access-A-Ride, Taxi Coupons): to be used when accessing day program or jobsite location.
- Dental (for individuals over 21)
 - Preventative
 - Major
- Vision Services (for individuals over 21)
- Specialized Medical Equipment & Supplies such as hearing aids.
- Specialized Medical Supplies – Disposable such as wipes.

Services not Included Under the HCBS-DD Waiver

- Movement Therapy (Some individuals/families/teams will choose to private pay for this service).
- Massage Therapy (Some individuals/families/teams will choose to private pay for this service).
- Hippotherapy (Some individuals/families/teams will choose to private pay for this service).
- Personal Care, Homemaker Basic/Enhanced, and Mentorship
 - All these services are offered within the scope of Residential services.
 - It is the responsibility of the Family Caregiver or PASA to provide these supports.
- Respite Services
 - If Respite is needed, consult with the PASA to arrange this support. Respite is included in the Residential funding and can be provided by someone the individual knows or provided by someone employed by the PASA.

Supports included in Residential Services

- Residential services provide access to 24/7 supports.
- Residential service activities assist individuals to reside as independently as possible through:
 - Self-advocacy (i.e., assistance with expressing personal preferences and making safe and informed decisions).
 - Independent living skills (i.e., personal care/activities of daily living and housekeeping).
 - Cognitive services (i.e., support with money management and routine/scheduling planning).
 - Implementation of recommended follow-up from any counseling, behavioral or other therapeutic interventions.
 - Medical and health care appointments and recommended follow-up.
 - Emergency support and training (i.e., fire and disaster drills).
 - Community access (i.e., different or in addition to day program services receiving).



- Transportation services (i.e., medical appointments, visits with family/friends, community activities apart from day program).
- Supervision services (i.e., as determined by the IDT).
- Receiving Residential services through DD requires that you have staff from the PASA come visit at the home where the individual resides to ensure that the individual's health and safety needs are being met. How often staff from the PASA comes to the home should be discussed with the PASA, as these visits can vary from PASA to PASA.

Additional Information

- A Family Caregiver can apply to become their own PASA:
 - This process can take about a year or so to complete.
 - This option allows the family to decide who they hire as staff as well as how they run their own PASA, within rules and regulations set by HCPF and the Federal government.
 - HCPF has further information on their website and can be contacted for more information <https://hcpf.colorado.gov/about-us>.
 - Additionally, your Case Manager can also request support from Developmental Pathways' internal Provider Team to support the family with more information and questions on becoming their own PASA.
- If for any reason the Family Caregiver option is selected, but the family member is unable to continue providing this support:
 - The PASA that is providing residential services will still be responsible for providing support to the individual receiving services.
 - The team will have a discussion to determine who the new service provider(s) will be, and whether that will be someone related to the individual (another Family Caregiver) or a non-family member – which could change the living arrangement to another type of setting.
 - The Case Manager can support with finding alternative placement if the PASA is unable to do so.
- The individual can choose to change PASAs:
 - An individual has the right to choose their providers and can make a change at any time if they are not satisfied with their PASA. If the individual has a guardian, ideally, they will work together to find an appropriate fit.
 - An individual in services may already have a new agency in mind or the individual's Case Manager can support the individual in finding a new PASA by completing an RFP.

Questions to ask Potential PASAs

- Do you complete Medicaid Redetermination paperwork for the individual?
- Do you complete Social Security paperwork for the individual?
- How do you handle respite supports?
- What support does your PASA provide in case of a family emergency or crisis?
- Does your PASA have a nurse(s) on staff?



- Does your PASA offer any recreational/events for individuals?
- Can multiple family members become family caregivers for the same individual?
- What trainings are required by your PASA?
- What do paperwork requirements look like for your PASA?
- What is the difference between paid support time and unpaid support time?
- How is the billing handled for the work the family caregiver does? How does the family caregiver get paid?
- What habilitative experiences does your PASA require of the Family Caregiver to provide the individual?

HCBS – Supported Living Services (SLS) Waiver

How Family Caregiver Works for Services Under the HCBS-SLS Waiver

- The individual must already have an authorization for the SLS Waiver to use the Family Caregiver option.
 - The funding amount for services is based on the Support Level and/or caps that HCPF has designated for each service.
 - Participation in Family Caregiver does not change the current funding and/or caps available.
- The individual's services/supports must be identified in their Service Plan.
- The Family Caregiver option must meet the Least Restrictive Environment criteria:
 - Least Restrictive Environment means an individual's life should look like other people their same age. Individuals have the right to:
 - Choose the activities they would like to do at home and in the community.
 - Receive support for activities such as cooking, laundry, housekeeping, transportation, etc. that helps them be as independent as possible.
 - Receive support with personal care activities such as bathing, dressing, toileting, mobility, transferring, eating and behaviors.
- The individual and their family must choose a PASA willing to support the Family Caregiver option to receive this support through that particular PASA. There are various PASAs that can provide this service/support:
 - If there is a particular PASA you would like to choose, inform your Case Manager.
 - If you are unsure of which PASA, your Case Manager will send out a Request for Proposal (RFP) in which PASAs will respond to your Case Manager if they are willing and able to support the request. You can also request support from your Case Manager if you would like their support with narrowing down the responses.
- A paid Family Caregiver must be able and willing to meet any requirements of employment specific to the PASA they work with, and any additional State rules and regulations required.
 - An employee must be at least 18 years of age.
 - A PASA can have additional requirements based on their policies and procedures. These should be shared with you prior to selecting your choice of PASAs.
- There may be times your family caregiver cannot be there because of an illness or emergency. Your family caregiver and the PASA they work for need to have a backup plan to support you.
- It is the responsibility of everyone involved in the individual's life to ensure the individual is free from abuse, neglect, mistreatment, and exploitation. And that the individual's rights are not violated. Everyone must understand this process and know to whom and how to report any concerns.
- If the individual decides they do not want to use the Family Caregiver option after trying it out, the individual can choose a different service delivery option. The individual keeps their waiver resource and stays in services while this change is occurring.
- All SLS services have established state determined reimbursement rates. The rate for the service and/or the cap related to that service can change over time as determined by the state. The Case Manager can provide the most up to date rates. These rates do not reflect the hourly rate negotiated between the Family Caregiver and the PASA.
- The family member providing supports does not have to live with the individual receiving services.
- The PASA that oversees the family member providing support may require a background check to be completed.

Services Available Under the HCBS-SLS Waiver

Family Caregivers can provide services which include an * next to them, this does not mean the parent or legally responsible party can provide these services though. These services might need to be provided by another blood relative.

- *Personal Care: If individual is under 21 years of age this service is only approved for money management, grocery shopping, meal planning, and health related services, otherwise this service is covered under MSP.
- *Mentorship
- *Homemaker Basic
- *Homemaker Enhanced
- Respite
 - *Individual (per 15 minutes)
 - *Individual Day (more than 10 hours)
 - Respite Group
 - Respite Camp
- Professional Services
 - Massage Therapy
 - Movement Therapy (BA)
 - Movement Therapy (MS)
 - Hippotherapy – Individual
 - Hippotherapy – Group
 - Recreation Fees to Access Professional Services
- Behavioral Services: If individual is under 21 years of age these services are covered under MSP.
 - Behavioral Line Staff
 - Behavioral Consultation
 - Individual Counseling
 - Group Counseling
 - Behavioral Plan Assessment
- Day Habilitation Services – Day Program
 - *Specialized Habilitation (Spec. Hab.): provided at the PASA’s base-site location or in home (PASA must provide evidence that this is necessary due to medical or safety needs.
 - *Supported Community Connections (SCC): community-based day program.
- Prevocational Services
 - Prepares individual for paid community-based employment.
- Supported Employment (Ask your Case Manager about Division of Vocational Rehabilitation (DVR) as a third-party resource to be accessed first prior to Supported Employment Services).
 - *Individual Job Development
 - Group Job Development
 - *Individual Job Placement
 - Group Job Placement
 - *Individual Job Coaching
 - Group Job Coaching



- Non-Medical Transportation Services
 - *To Day Program (Family Caregivers can provide if approved by the PASA).
 - *To Jobsite location in which Job Coaching services are being accessed (to be used after DVR funding has ended. Family Caregivers can provide if approved by the PASA).
 - Public Conveyance (Bus Pass, Access-A-Ride, Taxi Coupons): to be used when accessing day program or jobsite location.
 - NOT to Day Program: Non-Assisted Transportation
- Dental (for individuals over 21)
 - Preventative
 - Major
- Vision Services (for individuals over 21)
- Specialized Medical Equipment & Supplies such as hearing aids.
- Specialized Medical Supplies – Disposable such as wipes.
- Home Accessibility Adaptations
- Assistive Technology
- Vehicle Modification
- Personal Emergency Response System (PERS)
- Home-Delivered Meals
- Independent Living Skills Training
- Peer Mentorship
- Transition Setup Expense
- Transition Coordinator

Additional information

- A Family Caregiver can apply to become their own PASA:
 - This process can take about a year or so to complete.
 - This option allows the family to decide who they hire as staff as well as how they run their own PASA, within rules and regulations set by HCPF and the Federal government.
 - HCPF has further information on their website and can be contacted for more information <https://hcpf.colorado.gov/about-us> .
 - Additionally, your Case Manager can also request support from Developmental Pathways' internal Provider Team to support the family with more information and questions on becoming their own PASA.

Questions to ask Potential PASAs

- Can multiple family members become family caregivers for the same individual?
- What trainings are required by your PASA?
- What do paperwork requirements look like for your PASA?
- How is the billing handled for the work the family caregiver does? How does the family caregiver get paid?
- What rate of pay will be received for providing this service?

HCBS – Children’s Extensive Services (CES) Waiver

How Family Caregiver Works for Services Under the HCBS-CES Waiver

- The individual must already have an authorization for the CES Waiver to use the Family Caregiver option.
 - The funding amount and/or caps has been determined by HCPF.
 - Participation in Family Caregiver does not change the current funding and/or caps available.
- The individual’s services/supports must be identified in their Service Plan.
- The family must choose a PASA willing to support the Family Caregiver option to receive this support through that particular PASA. There are various PASAs that can provide this service/support:
 - If there is a particular PASA you would like to choose, inform your Case Manager.
 - If you are unsure of which PASA, your Case Manager will send out a Request for Proposal (RFP) in which PASAs will respond to your Case Manager if they are willing and able to support the request. You can also request support from your Case Manager if you would like their support with narrowing down the responses.
- A paid Family Caregiver must be able and willing to meet any requirements of employment specific to the PASA they work with, and any additional State rules and regulations required.
 - An employee must be at least 18 years of age.
 - A PASA can have additional requirements based on their policies and procedures. These should be shared with you prior to selecting your choice of PASAs.
- There may be times your family caregiver cannot be there because of an illness or emergency. Your family caregiver and the PASA they work for need to have a backup plan to support with this.
- It is the responsibility of everyone involved in the individual’s life to ensure the individual is free from abuse, neglect, mistreatment, and exploitation. And that the individual’s rights are not violated. Everyone must understand this process and know to whom and how to report any concerns.
- If the family decides they do not want to use the Family Caregiver option after trying it out, the family can choose a different service delivery option. The individual keeps their waiver resource and stays in services while this change is occurring.
- The PASA that oversees the family member providing support may require a background check to be completed.
- The family member providing supports does not have to live with the individual receiving services.
- All CES services have established state determined reimbursement rates. The rate for the service and/or the cap related to that service can change over time as determined by the state. The Case Manager can provide the most up to date rates. These rates do not reflect the hourly rate negotiated between the Family Caregiver and the PASA.
- The CES Waiver does not allow the utilization of a legally responsible person (parent of a minor) to provide services under the waiver. A parent of a CES enrolled child is considered a legally responsible person. The reason for this decision by the state is because the parent of a minor child has a legal responsibility to provide care and supervision to their child, regardless of whether or not the child has a disability. The intent of the CES Waiver is to support, not replace naturally occurring resources and parental responsibilities. Additionally, all children enrolled on the CES Waiver require “extraordinary care,” as the targeting criteria for the CES Waiver includes the need for extraordinary care for exceptional medical and/or behavioral issues.

Services Available Under the HCBS-CES Waiver

Family Caregivers can provide services which include an * next to them, this does not mean the parent or legally responsible party can provide these services though. These services might need to be provided by another blood relative.

- *Homemaker Basic
- *Homemaker Enhanced
- *Community Connector
- Respite
 - *Respite – Individual (per 15 minutes)
 - *Respite – Day (up to 10 hours)
 - Respite – Group
 - Respite Camp
- Professional Services
 - Massage Therapy
 - Movement Therapy (BA)
 - Movement Therapy (MS)
 - Hippotherapy – Individual
 - Hippotherapy – Group
- Adaptive Therapeutic Recreational Equipment
- Adaptive Therapeutic Recreational Fees
- Parent Education
- Home Accessibility Adaptations
- Assistive Technology
- Vehicle Modification
- Specialized Medical Equipment and Supplies
- Specialized Medical Supplies – Disposable
- Youth Day Service – Individual
- Youth Day Service - Group

Additional Information

- A Family Caregiver can apply to become their own PASA:
 - This process can take about a year or so to complete.
 - This option allows the family to decide who they hire as staff as well as how they run their own PASA, within rules and regulations set by HCPF and the Federal government.
 - HCPF has further information on their website and can be contacted for more information <https://hcpf.colorado.gov/about-us> .
 - Additionally, your Case Manager can also request support from Developmental Pathways' internal Provider Team to support the family with more information and questions on becoming their own PASA.



Questions to ask Potential PASAs

- Can multiple family members become family caregivers for the same individual?
- What trainings are required by your PASA?
- What do paperwork requirements look like for your PASA?
- How is the billing handled for the work the family caregiver does? How does the family caregiver get paid?
- What rate of pay will be received for providing this service?

Children's Habilitation Residential Program (CHRP) Waiver

How Family Caregiver Works for Services Under the CHRP Waiver

- The individual must already have an authorization for the CHRP Waiver to use the Family Caregiver option.
 - The funding amount and/or caps has been determined by HCPF.
 - Participation in Family Caregiver does not change the current funding and/or caps available.
- The individual's services/supports must be identified in their Service Plan.
- The family must choose a PASA willing to support the Family Caregiver option to receive this support through that particular PASA. There are various PASAs that can provide this service/support:
 - If there is a particular PASA you would like to choose, inform your Case Manager, to verify that that PASA is approved to support individuals on the CHRP Waiver.
 - If you are unsure of which PASA, your Case Manager will send out a Request for Proposal (RFP) in which PASAs will respond to your Case Manager if they are willing and able to support the request. You can also request support from your Case Manager if you would like their support with narrowing down the responses.
- A paid Family Caregiver must be able and willing to meet any requirements of employment specific to the PASA they work with, and any additional State rules and regulations required.
 - An employee must be at least 18 years of age.
 - A PASA can have additional requirements based on their policies and procedures. These should be shared with you prior to selecting your choice of PASAs.
- There may be times your family caregiver cannot be there because of an illness or emergency. Your family caregiver and the PASA they work for need to have a backup plan to support with this.
- It is the responsibility of everyone involved in the individual's life to ensure the individual is free from abuse, neglect, mistreatment, and exploitation. And that the individual's rights are not violated. Everyone must understand this process and know to whom and how to report any concerns.
- If the family decides they do not want to use the Family Caregiver option after trying it out, the family can choose a different service delivery option. The individual keeps their waiver resource and stays in services while this change is occurring.
- The PASA that oversees the family member providing support may require a background check to be completed.
- The family member providing supports does not have to live with the individual receiving services.
- All CHRP services have established state determined reimbursement rates. The rate for the service and/or the cap related to that service can change over time as determined by the state. The Case Manager can provide the most up to date rates. These rates do not reflect the hourly rate negotiated between the Family Caregiver and the PASA.
- The CHRP Waiver does not allow the utilization of a guardian or legally responsible person (parent of a minor) to provide services under the waiver. A parent of a CHRP enrolled individual is considered a legally responsible person. The reason for this decision by the state is because the parent of a minor child has a legal responsibility to provide care and supervision to their child, regardless of whether or not the child has a disability. The intent of the CHRP Waiver is to support, not replace naturally occurring resources and parental responsibilities.

Services Available Under the CHRP Waiver

Family Caregivers can provide services which include an * next to them, parents or a legally responsible party cannot provide these services, but another blood relative can.

- Residential Habilitation Services
 - Foster Home Services
 - Group Home Services
 - *Host Home Services
- Intensive Support Services (used to prevent the need for out of home placement)
 - Wraparound Plan
 - Prevention and Monitoring
 - Child and Youth Mentorship
- Transition Support Services (used for the transition to the family home from out of home placement or transitions among habilitative placements)
 - Wraparound Plan
 - Prevention and Monitoring
 - Child and Youth Mentorship
- Professional Services
 - Hippotherapy – Individual
 - Hippotherapy – Group
 - Massage Therapy
 - Movement Therapy (BA)
 - Movement Therapy (MS)
- Respite
 - *Individual – In Family Home
 - *Individual Day – In Family Home
 - Individual – In Residential Settings
 - Individual Day – In Residential Settings
- *Community Connector

Additional Information

- A Family Caregiver can apply to become their own PASA:
 - This process can take about a year or so to complete.
 - This option allows the family to decide who they hire as staff as well as how they run their own PASA, within rules and regulations set by HCPF and the Federal government.
 - HCPF has further information on their website and can be contacted for more information <https://hcpf.colorado.gov/about-us> .
 - Additionally, your Case Manager can also request support from Developmental Pathways' internal Provider Team to support the family with more information and questions on becoming their own PASA.



Questions to ask Potential PASAs

- Can multiple family members become family caregivers for the same individual?
- What trainings are required by your PASA?
- What do paperwork requirements look like for your PASA?
- How is the billing handled for the work the family caregiver does? How does the family caregiver get paid?
- What rate of pay will be received for providing this service?