



Colorado Direct Care Worker (DCW) Notice of Rights

This notice was developed by the Colorado Department of Health Care Policy and Financing (HCPF) in coordination with the Direct Care Workforce Stabilization Board, as required by **House Bill 25-1328**. Employers are required to provide this notice to direct care workers.

Website: leg.colorado.gov/bills/HB25-1328

This notice provides information about:

- The Colorado Department of Labor and Employment (CDLE) "Know Your Rights" training
- Direct Care Workforce websites and resources available to direct care workers
- The Direct Care Careers (DCC) platform, including:
 - What the platform is and its benefits
 - How to use the platform
 - How to opt in to share your contact information for additional communications
 - How direct care worker contact information may be shared

Know Your Rights Training

The CDLE "Know Your Rights Training" is required for all direct care workers who are employees. You must complete it and keep your certificate of completion. When asked, you can provide your certification as proof that you have finished the training. This one-time training covers:

- Wages and overtime
- Paid sick leave and workplace protections
- Family and health care rights
- Travel time rules
- Civil rights at work
- How to file a complaint
- How to use the Direct Care Workforce website and DCC platform including:
- The benefits of participating
- How your contact information may be shared

Access this training in the Learning Center on the **DCC platform**.

Website:

hcpf.colorado.gov/direct-care-careers

Direct Care Workforce Websites

The Direct Care Workforce website (hcpf.colorado.gov/direct-care-workforce) helps you find important information and resources:

- The **Direct Care Worker Training** (hcpf.colorado.gov/direct-care-worker-training) page features a calendar of free training events and one-page descriptions for each module in the Colorado Direct Care Training (CDCT) and Foundational Skills programs.
- The **Direct Care Worker Resources** (hcpf.colorado.gov/direct-care-workforce-resources) page shares information worker rights, wages, labor laws, and Medical Assistance Program benefits for you and eligible family members.
- The **Direct Care Workforce Base Wage** (hcpf.colorado.gov/direct-care-workforce-base-wage) page provides information about Colorado's direct care worker base wage, including reporting requirements, wage history, and related data.
- The **Direct Care Workforce Collaborative** (hcpf.colorado.gov/direct-care-workforce-collaborative) includes meeting materials and information about the stakeholder group focused on recruiting and retaining Colorado's direct care workforce.
- The **Direct Care Worker Satisfaction Survey** (hcpf.colorado.gov/direct-care-worker-satisfaction-survey) page presents survey results from Colorado direct care workers on compensation, benefits, training, career advancement, and job satisfaction. When the survey is active, a link will be available for direct care workers to complete the survey and share feedback.



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Direct Care Careers Platform

The **Direct Care Careers** platform (DCC) is Colorado's Resource and Job hub for the direct care workforce. Direct Care Careers:

Website: www.directcarecareers.com

Direct Care Careers:

- Connects individuals and Direct Care Agencies with Direct Care Workers (DCWs) seeking employment.
- Allows individuals and agencies to find and connect with available DCWs.
 - DCWs can create profiles, indicate their availability, and search for care related job opportunities.
- Matches DCWs with care opportunities that match their skills, availability, and experience.
- Offers free training through the learning center where certificates are saved and housed on the DCC for your convenience.
- Provides personal, professional, and care-related resources for DCWs.
- Shares updates from the state that affect DCWs and the people they support.

Learn how to use the platform

Step-by-step videos and a training demo are available on the **Direct Care Careers** website showing how to sign up, create a profile, and use the platform.

Website: hcpf.colorado.gov/direct-care-careers

Choose to Share Your Information (Optional)

DCWs and people who want to become DCWs can choose to opt in to receive additional communications from approved organizations.

If you opt in, your name, phone number, and email may be shared with:

- The Colorado Department of Labor and Employment (CDLE)
- Worker organizations (ex. Colorado Care Workers Unite, Service Employees International Union)
- Organizations that represent direct care employers (ex. Alliance Colorado, Home Care and Hospice Association of Colorado)
- Organizations that represent direct care consumers (ex. Family Voices, Colorado Cross-Disability Coalition)

These organizations may contact you to:

- Share information about your rights
- Support your engagement with the **Direct Care Workforce Stabilization Board**
 - Website: cdle.colorado.gov/dlss/labor-laws-by-topic/direct-care

Approved organizations can only use your information for these purposes and are not allowed to share or sell it. This is optional and does not affect your ability to use the DCC platform.

How to Opt In or Opt Out

DCWs will be asked to opt in or opt out when signing up for Direct Care Careers and can update their choice at any time using the **Change My Choice** button in **My Workspace**.