

Self-Assessment for Self-Direction Option Community Choices Waiver (CCW)

Your assessment indicates that you want Personal Assistance Services (PAS). Under the Community Choices Waiver, PAS can either be self-directed or provided by a Direct Service Provider (DSP).

What is self-direction?

Self-direction is an option which allows you to choose and become the “employer” of the individuals who will provide your Personal Assistance Services. This gives you the opportunity to make your own decisions concerning how best to hire, schedule, train and reimburse your worker(s)/employee(s).

REMEMBER: This option gives you the **MOST CONTROL** over the people you choose to hire and more flexibility with employee pay rates, but also requires the **MOST RESPONSIBILITY**.

Determining the best choice for you

Below is a list of self-direction employer responsibilities. Please review, and make a mark under either the “Yes” or the “No” column to indicate your decision that you are either able or not able to fulfill each responsibility. Your support coordinator is available to assist you with this self assessment as needed.

Employer Responsibilities	Yes	No
Recruiting, hiring, training, and managing your worker(s)/employee(s)		
Following non-discrimination policies		
Completing all employer-related paperwork and duties related to payroll		
Making sure your worker completes the required documentation such as service logs, progress notes, and timesheets		
Providing your worker with guidance so they are able to meet your individual preferences		
If your worker will be transporting you in his/her own car, making certain he/she provides proof of current automobile insurance		
Developing an agreeable work schedule with your worker		

Employer Responsibilities (continued)	Yes	No
Establishing a list of daily tasks your worker will perform based on your Plan of Care		
Meeting all of your staffing needs by providing a workable, written Back-up Staffing Plan that describes how your care will be provided if your worker(s) does not show up for work		
Developing a workable Emergency Plan in the event of a disaster		
Participating in all applicable training required by the Office of Aging and Adult Services (OAAS) or its designee		
Following all rules, policies, and requirements pertaining to the Community Choices Waiver program		
Negotiating an hourly pay rate for your worker, and it cannot be less than the legal minimum wage		
Being willing to fire your worker, if you are not satisfied with his/her performance		
Informing your support coordinator and the Fiscal Employer Agent immediately if your worker is injured on the job or fired		

Choosing the self-direction option

If it is decided that the self-direction option is for you, your support coordinator will give you a more detailed overview, a copy of the *OAAS Community Choices Waiver (CCW) Self-Direction Employer Handbook* and the enrollment materials. Your support coordinator will also give you on-going support and assistance as needed.