

**ELDERLY SERVICES PROGRAM (ESP<sup>SM</sup>)**

**CONSUMER DIRECTED CARE (CDC)**

**CONDITIONS OF PARTICIPATION and SERVICE SPECIFICATION**

**2021**

**EFFECTIVE JANUARY 1, 2021 (CCESP) (HCESP) (WCESP)**

**ELDERLY SERVICES PROGRAM  
CONSUMER DIRECTED CARE CONDITIONS OF  
PARTICIPATION and SERVICE SPECIFICATION**

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## CONDITIONS OF PARTICIPATION

### 1.0 EMPLOYEE REQUIREMENTS PRIOR TO SERVICE INITIATION

- 1.1 The employee must deliver services in compliance with the Service Specification and in accordance with the plan designed and authorized by the Care Manager and employer
- 1.2 The employee must comply with all contract requirements, Conditions of Participation, and CDC Service Specification
- 1.3 The legal guardian, power of attorney, spouse, or authorized representative of the employer cannot serve as the employee
- 1.4 The employee must be at least 18 years of age
- 1.5 The employee must have a valid social security number and at least one of the following current, valid, government issued, photographic identification cards:
  - a) driver's license
  - b) State of Ohio identification card
  - c) US permanent residence card
- 1.6 If transporting the employer, the employee must submit to the employer proof of vehicle insurance that meets the state minimum requirements and have a valid driver's license
- 1.7 The employee must successfully complete a criminal background check conducted by HR Profile Employment Screening
- 1.8 The employee must enter into a written agreement with the employer for the agreed upon tasks
- 1.9 The employee shall not use or disclose any information concerning an employer for any purpose not directly connected with the provision of services, except with the written consent of the employer or authorized representative
- 1.10 The employee shall not use the client's personal property without the client's consent
- 1.11 The employee will not forge a client's signature and /or falsify information
- 1.12 The employee will not engage in behavior that causes or may cause physical, verbal, mental or emotional distress or abuse to the client
- 1.13 The employee will not engage in behavior that constitutes a conflict of interest, takes advantage of or manipulates services resulting in an unintended advantage for personal gain of the employer
- 1.14 The employee will accept, on an ongoing basis from the employer, changes in the frequency and duration of service tasks to be performed for the employer

1.15 If terminating services, the employee will submit written notification to the employer and the Care Manager at least thirty (30) days prior to the last date of service

1.16 Failure to meet any of the requirements of this rule may lead to the termination of the agreement

# SERVICE SPECIFICATION

## 1.0 OBJECTIVE

Consumer Directed Care (CDC) is another option for delivering home care services. Instead of using traditional agencies, clients become “employers” and hire their own “employees” to provide the care and services they need. This allows a client to choose their home care aide to assist and support them with their IADLs which may include personal care, homemaking, companion, and respite tasks.

## 2.0 DEFINITIONS

2.1 Employer- The client or Authorized Representative is also known as the employer

2.2 Employee- The person hired by the employer to deliver home care services

2.3 Authorized Representative- A representative named by the employer to assist in monitoring/signing timesheets, and other documents. The need for an authorized representative will be discussed in advance by the employer and Care Manager

## 3.0 SERVICE HOURS

The unit rate and cost cap will be discussed in advance by the Care Manager and the employer. The employer will ultimately determine the unit rate to be paid to the employee

## 4.0 REQUIREMENTS

4.1 The employer and employee should cooperatively treat each other with dignity and respect

4.2 The employee must deliver services as agreed upon with the employer and as authorized in the employer’s care plan

4.3 Supervision of the employee is the responsibility of the employer

4.4 The employee must be able to effectively communicate with the employer

4.5 If the employee intends to transport the employer, the employee must show the employer a valid driver’s license and valid insurance identification card prior to the first transport

4.6 Tasks designated by the employer will be reviewed with the employee. These tasks may include but are not limited to the following:

- a) Maintaining a clean and safe environment
- b) Assisting with personal care

- c) Homemaking
- d) Independent Living Assistance
- e) Companion services
- f) Transportation
- g) Meal preparation and/or grocery shopping