



Aging Consumer Directed Services – **(managed by the CDPAP Dept.)**

Personal Assistant (PA) process

*****Note: A PA cannot start working or get paid for hours worked prior to receiving an approved start date from a CDPAP/ACDS staff member.**

From interview to approved start date

1. Consumer conduct's interview's and hires an eligible PA (must be 18 years of age or older and cannot be their spouse or parent if the consumer is under 21 years of age).
2. A Personal Assistant Information form (PAIF) **MUST** be filled out **with both Consumers and PA's signature** and sent in (mail, fax, email) or brought into STIC.
3. A CDPAP/ACDS staff member will call the consumer to confirm they want to hire the PA
4. If the PA is a current worker, once it is verified that they are being hired and we have all required information, a CDPAP/ACDS staff member will inform the consumer of the approved start date and give the PA the PIN number to clock in and out for the consumer.
5. If the PA is not a current worker, then they must do the following:

ALL of the medical below MUST be received by the CDPAP Dept. for review
(STIC will cover the cost of any medical if the PA uses our provider)

6. **A negative Tuberculin test's (Mantoux / PPD) within the past year or a new TB Test with a TB risk assessment**

** If TB is positive, a copy of the PA's Health Department Card and a current chest x-ray (if card is over a year old) will be needed.

- Physical (less than a year old) or a new physical is needed.
 - Proof of (2) MMR Vaccinations *or* a Positive Rubella and Rubeola Titer (if titers are negative, PA's will need new MMR vaccine(s) administered).
7. Once all the above has been received and reviewed, a CDPAP/ACDS staff member. will contact the PA to schedule an Enrollment meeting, this is a 3 – 3 ½ hour meeting to get on payroll, be trained on the program and do all state mandated trainings (Sexual Harassment Prevention, Corporate Compliance, TB education & Electronic Visit Verification).

****PA's will be informed of what they need to bring with them to the Enrollment Meeting at the time of scheduling**

8. Once PA has completed their Enrollment meeting and has cleared all state employment verifications, a CDPAP/ACDS staff member will contact the consumer & PA with an approved start date.

Check List as requirements are completed:

All of the below must be to STIC for review prior to being able to schedule an Enrollment Meeting:

Medical:

If there is any medical the PA does not have, STIC can order it from out provider and we cover the cost (if our provider is used)

- **A negative** Tuberculin test's (TB) within the past year with a TB Risk Assessment
***If TB is positive, a copy of the PA's Health Department Card and a current chest x-ray (if card is over a year old) will be needed.

- Physical (less than a year old) or a new physical is needed.

- Proof of 2 MMR vaccines or a Positive Rubella and Rubeola titer – if neither, then new titers will be required

If the medical provided is over 10 months old, PA will need to fill out a Health Assessment form a their Enrollment.

PA's must bring the following to their Enrollment meeting:

- Two forms of ID – one must be a picture ID and then another form of ID per State and Federal guidelines

- If a PA will be driving on work time – a copy of the vehicle insurance card for any vehicle they will be using ACDS time.

For questions about any of the above processes, please contact the CDPAP Department

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