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*State of Florida*



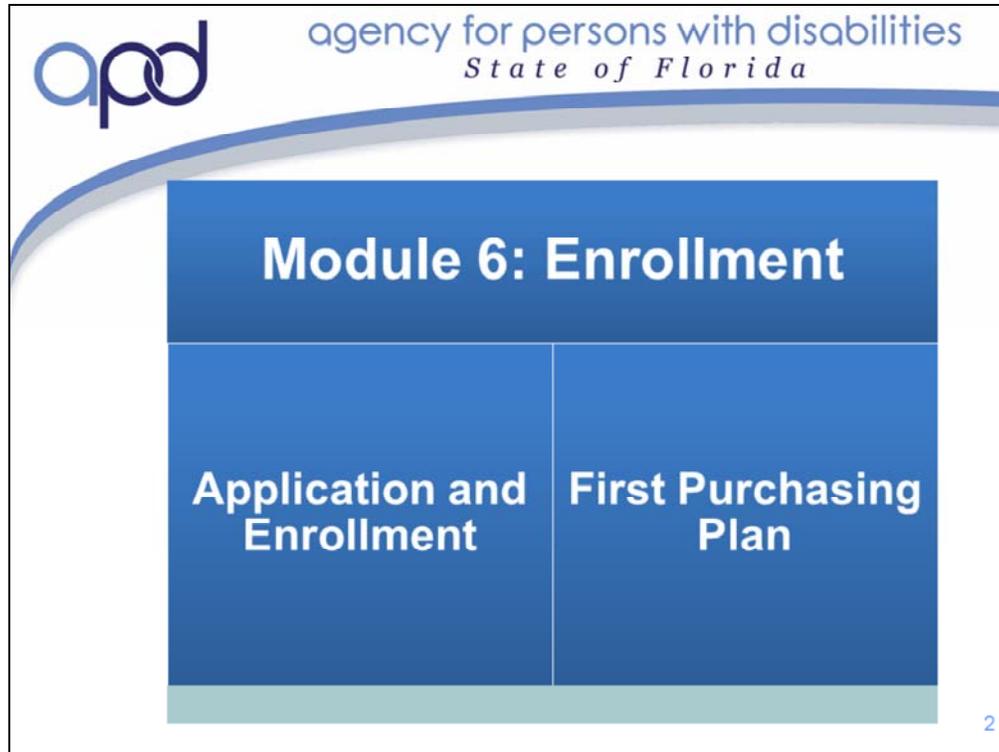
**CDC+**  
*Consumer-Directed Care Plus*

Consumer/Representative Training  
Module 6: Enrollment

Rick Scott  
Governor

Barbara Palmer  
Director

Welcome to the Consumer Directed Care Plus Consumer/Representative Training. This is Training Module 6: Enrollment. We are very glad to have you join us. We hope that you will find this an informational training that will help you determine if the CDC+ program is right for you.



**This is Representative Training Module 6: Enrollment. In this section we will :**

- 1) Walk through the steps to apply and enroll in the CDC+ Program
- 2) Go over all necessary steps to write your first Purchasing Plan



## First Steps to CDC+

- ✓ **Enrolled in iBudget Waiver**
- ✓ **Select a Representative**
- ✓ **Take CDC+ Training**

You should have already completed some of the preliminary steps to applying and enrolling in the APC CDC+ Program.

Hopefully, you are already enrolled in the APD iBudget Waiver – if not this must be completed first.

You have likely already determined the person who is best candidate to be your Representative on the CDC+ Program; because you are here now. This is the last training Module for New Representative Training, so you have just about completed the CDC+ Training for new starts.



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## First Steps to CDC+

- Live in your own home or family home**
- Select a CDC+ Consultant**
- Pass the New Representative Readiness Review with 85% or better**

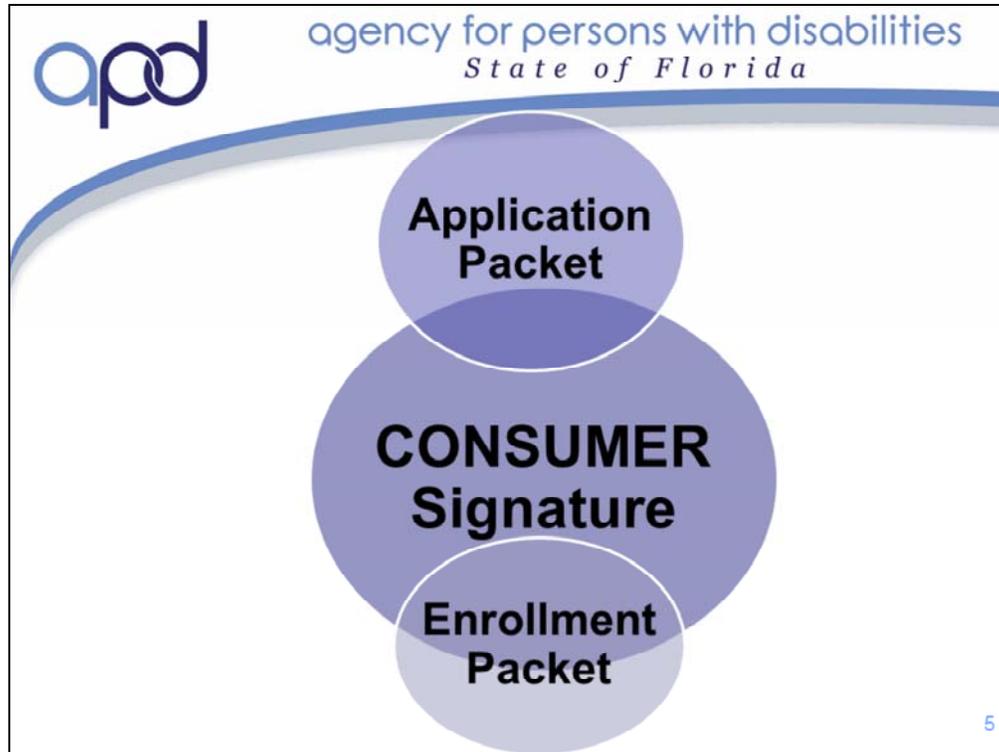
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There are also a few “First Steps” that you might not have completed yet.

To become enrolled in the CDC+ Program, you must live in your own home or in the family home. This means that you cannot live in a Group Home or any institutional setting (such as a Nursing Home or other State Institution). If you have recently moved or will be moving out of one of these settings, you first need to work with your Waiver Support Coordinator/Consultant to ensure that your iBudget allocation accurately reflects a living situation that is appropriate for the CDC+ program.

In order to become enrolled on the CDC+ Program, you will need a CDC+ Consultant. As mentioned earlier, a CDC+ Consultant is a Waiver Support Coordinator who has completed the CDC+ Consultant Training and is enrolled as a Consultant with CDC+. WSCs are not required to become CDC+ Consultants, it is up to them. If you are happy with your current WSC; check with them to see if they are a CDC+ Consultant. If they are not currently a Consultant – ask them if they would be willing to become one. If not, you will have to select a WSC who is also a CDC+ Consultant. Call the Regional Office in your area to obtain a list of available Consultants that serve your area. You will need to ask for a CDC+ Consultant Selection Packet. CDC+ Recommends that you call potential Consultants and schedule interviews with them so that you can make an informed decision.

Your Representative will need to take the New Representative Readiness Review and pass it with 85% or better. This is a Readiness Review, it is not a test. It is designed to let us know that you understand the basic concepts of CDC+ and that you know how to find information in the resource materials on the CDC+ Website.



As you know, Consumer (or Participant) and Representative have been used interchangeably throughout most of this training.

When we are discussing the Application and Enrollment Process, it is important to know that CONSUMER is used independent of the Representative. All forms for Application and Enrollment must be signed by the Consumer, or their legal guardian (if applicable). The CDC+ Representative may *not* sign these forms on the Consumer's behalf unless they are the consumer's legal guardian. Proof of Guardianship is required if someone is signing as the consumer's legal guardian.



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## CDC+ Application Packet

- **Representative Agreement**
- **Participant/Consultant Agreement**
- **Emergency Back-up Plan**
- **CDC+ Application**

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The CDC+ Application packet and the CDC+ Enrollment packet go hand-in-hand. All of the forms in each of these packets are required for you to apply and enroll on CDC+.

The documents in the Enrollment packet allow 1) CDC+ to act as the Fiscal/Employer Agent and 2) enroll the program participant as a Household Employer with the IRS.


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 Consumer-Directed Care Plus

**REPRESENTATIVE AGREEMENT**

Participant Name:  Participant ID #

I, *(Representative Name)*   
 have received comprehensive training regarding the Consumer Directed Care Plus (CDC+) Program, and have had the opportunity to have all of my questions about CDC+ answered to my satisfaction. I have read and understand the CDC+ Rule Handbook and the Fiscal/Employer Agent (FEA) documents.

I voluntarily agree to serve as Representative for .

**Agreed Upon Terms and Conditions for CDC+ Representatives**

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This is what the top of the Representative Agreement form looks like. It is a two page form that you must sign if you are going to be the Representative for someone on the CDC+ Program.

This form must be read and signed by: the Representative, the Participant and the Consultant. This form is a contract of agreement and understanding of you key roles and responsibilities to both the Participant and to CDC+. It is imperative that you read and understand all information outlined in this agreement. Let's take a moment to read through and review the Representative Agreement so that you can ask any questions you may have before you sign the agreement.



The CDC+ Participant/Consultant Agreement form must be read and signed by both the CDC+ Participant/Representative and the Consultant.

This form outlines 21 Responsibilities for Participant/Representatives; 15 responsibilities for Consultants *and* it outlines seven duties that your Consultant is *not* able to complete.

This Agreement is a Contract between you and the Consultant *and* CDC+. By signing this contract, you and the consultant agree to the outlined responsibilities. Let's take time now to read through this agreement. If you have any questions about any of the responsibilities listed; now is the time to ask.



## What is your plan if:

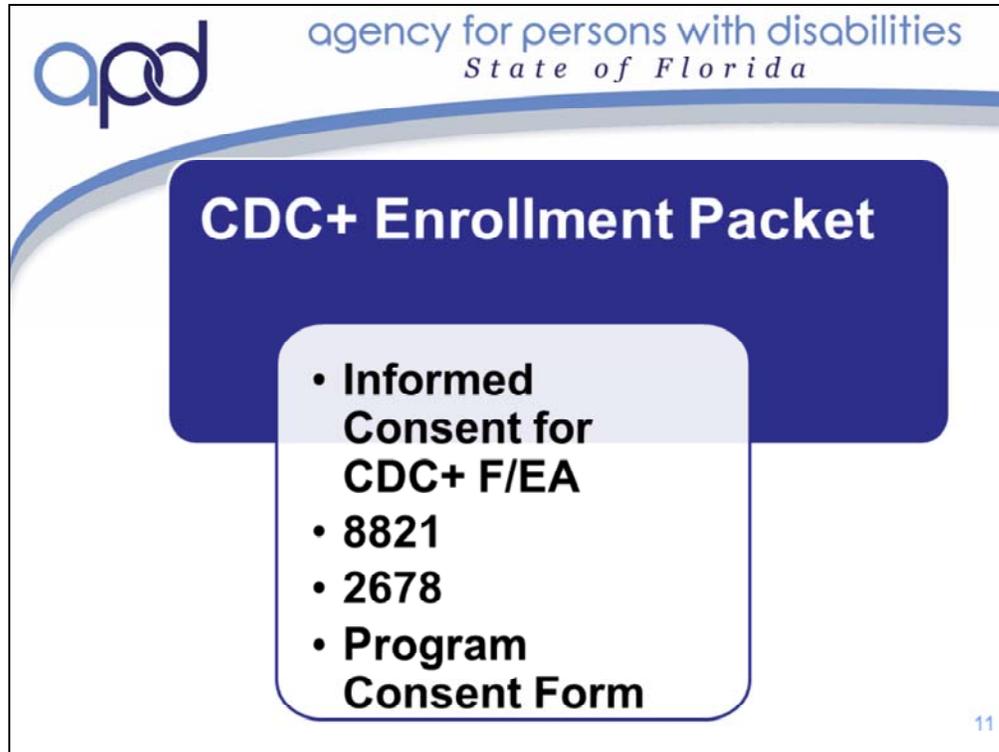
- **A Provider of a Critical Service is not available?**
- **You had a personal emergency?**
- **There was a community-wide emergency?**
- **If there was an unexpected shortage of funds?**
- **Something happened to your Representative?**

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As mentioned in Module 1, in order to participate in CDC+, you must develop an emergency back-up plan. This plan must be developed and submitted before your first Purchasing Plan be approved. You must review this plan annually with your consultant and update it as necessary. We realize that you cannot plan for an emergency; however you can set in place an action plan in case an emergency happens. The CDC+ Emergency Back-up Plan only covers 5 different emergencies that may or have occurred. We ask that you really think about the “what if” of each of these five situations and enter viable options for each question presented to you.

While completing this plan, you may think of other emergency situations that you want to have a written plan of action in place for. We encourage you to write those down as well – perhaps on the back of this form or on another sheet of paper.





The CDC+ Application packet and the CDC+ Enrollment packet go hand-in-hand. All of the forms in each of these packets are required for you to apply and enroll on CDC+.

The documents in the Enrollment packet

- 1) Informed consent gives CDC+ the authority to act as the Fiscal/Employer Agent and
- 2) 8821 and 2678 enroll the program participant as a Household Employer with the IRS.
- 3) The Program Consent Form is signed by the participant or legal guardian to participate in CDC+.



The Informed Consent Florida CDC+ Fiscal/Employer Agent form give CDC+ permission to act on behalf of the CDC+ Consumer/Representative to assure that all wage and tax-related issues are in compliance with applicable state and federal laws and regulations. This form allows CDC+ to act on behalf of the Consumer, who is the employer of record of a household business. As a part of this agreement, CDC+ will assume the responsibilities relevant to Payroll, Tax Reporting, Monthly Statements, Recoupment and Reinvestment of Unexpended funds. This form allows APD, in part, to:

- Process an IRS form SS-4 to obtain and FEIN (Federal Employment Identification Number) for the Consumer
- Process a State of Florida Department of Revenue DR-1 application to request a SUI (State Unemployment Insurance) number for the Consumer so that CDC+ can report unemployment taxes and wages for the consumers DHEs
- Review all claims for payment (ie: Timesheets, Invoices, Reimbursements) to ensure they are consistent with the consumer's purchasing plan
- Automatically calculate overtime when an employee works more than 40 hours in a work week.
- Allow for a payroll company (Mains'l Services, Inc.) to process payroll and distribute payments. It also allows them to file appropriate tax returns and make appropriate tax payments on the consumers behalf.

Chapter 5 of the APD CDC+ Coverage, Limitations and Reimbursements Handbook

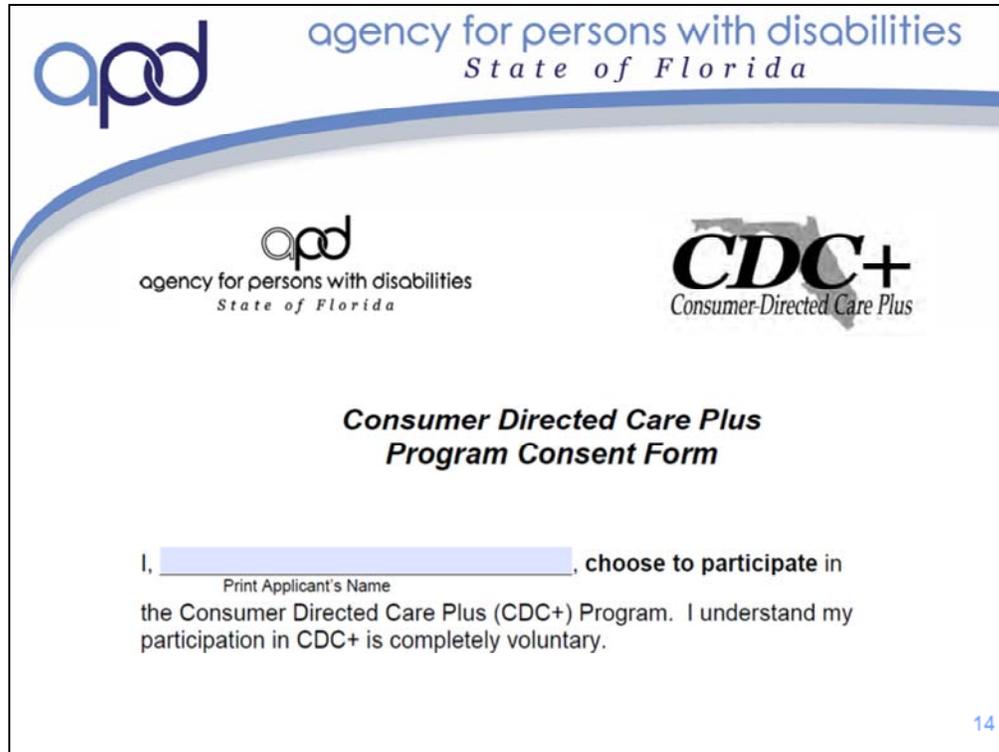
has a full description of all actions covered by APD as the Fiscal/Employer Agent.



## IRS Forms

- **2678 - Employer/Payer Appointment of Agent**
- **8821 - Tax Information Authorization**

The IRS Forms 2678 and 8821 give APD CDC+ the authority to report taxes, deposit taxes and pay required tax to the IRS on behalf of the consumer. It also gives APD the authority to all payroll tax liabilities.



The CDC+ Program Consent Form (portion of this form shown on the slide) is a form that is to be reviewed with the CDC+ Participant (and or their Guardian), The Participant's Rep Payee

(if applicable) and the CDC+ Consultant. You must initial next to each statement as well as sign the form. This form indicates that the consumer chooses to participate in CDC+ and

consents to each statement on the document. They must initial next to each statement to indicate they have read and understood each item. Let's go over each statement so that you

have a clear understanding of each item. Please ask questions on anything you are uncertain about.



After Today's training, you will take (and pass!) the New Representative Readiness Review and will receive your Representative Certificate.

Once you have your Certificate, and have been able to check off any remaining "to do" items we reviewed in the First Step to Enrollment, You will complete the Application and Enrollment Packets and submit them to your Consultant, who will, submit them up to CDC+ State Office. Once CDC+ State Office has reviewed the documents and verified accuracy they will process the packets (this includes requesting your EIN). Once that is completed, CDC+ State Office staff will create and send out a Budget Authorization Form, or BAF. Both your Monthly Budget Amount and the first available date you can become fully enrolled in CDC+ will be on this form.

While CDC+ is reviewing you Application and Enrollment forms, you can begin the preliminary search for employees. You will not be able to negotiate the hours, rate of pay or send them for a background screening until you receive the BAF. However, you can begin searching, and interviewing potential employees.

Once you receive the BAF, you will be ready to complete the final stages of enrollment. Once the BAF is sent out, you should be able to register for the Background Screening Clearinghouse so that your potential employees can complete their level 2 background screening. You will also be able to negotiate rates of pay and start writing your first purchasing plan!



## Purchasing Plan – Timelines

Person Responsible	Activity	Due Date
Consumer (Representative)	Complete Purchase Plan; submit to Consultant	On or before the close of business by the 5 <sup>th</sup> of the month
Consultant	Review and sign; submit to Regional Liaison	On or before the close of business by the 10 <sup>th</sup> of the month
Regional Liaison	Review and sign; submit to State Office	On or before the close of business by the 20 <sup>th</sup> of the month

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We'll discuss how to write a purchasing plan very soon, but before we start there are just a few things you still need to know about Purchasing Plans.

- All Purchasing Plans have an effective date of the first (1<sup>st</sup>) day of any given month.
- The Consumer must submit their completed Purchasing Plan to their Consultant for review no later than 5<sup>th</sup> of the month before the plan's effective date.
- If the Purchasing Plan isn't submitted by the due date, then the Consumer will have to wait until the next month to get their Purchasing Plan approved.
- The Consultant will submit the Purchasing Plan to Regional Liaison no later than close of business on the 10<sup>th</sup> of the month before the plan's effective date.
- After the Purchasing Plan is approved by the Regional Liaison, the plan will be submitted to the CDC+ State office no later than close of business on the 20<sup>th</sup> of the month for processing.
- ***For additional information on Purchasing Plans, reference the CDC+ Rule Handbook***



**There are 4 Purchasing Plan Types:**

1. A New Purchasing Plan is submitted when the Consumer is first enrolled onto the CDC+ Program
2. A Purchasing Plan Change is submitted when the monthly budget changes and/or additional funding is given to the Consumer as an OTE or STE
3. A Purchasing Plan Update is used when the requested change does not affect the monthly budget.
4. If the request must be effective prior to the first of a given month and the established Purchasing Plan submission timeframe cannot be met, then a Quick Update form can be used.



## Purchasing Plan Change

- **Change in the monthly budget**
- **Adding a One-Time or Short-Term Expenditure**
- **Effective 1st day of month**



Immediately submit a Purchasing Plan Change anytime there is a change to the Consumer's Cost Plan

### **A Purchasing Plan Change is required when there is a:**

- Change in the Consumer's monthly budget or
- When a One-Time or Short-Term Expenditure is added.

Purchasing plan changes are effective on the first day of any given month.

The CDC+ monthly budget can only be changed if the Consumer's Support Plan and Cost Plan have first been amended to change the overall budget!

The cost plan in iBudget must be in the approved status for a new CDC+ monthly budget to be calculated.



## **Purchasing Plan Update**

- **Hire a new employee or agency/vendor**
- **Change the rate of pay**
- **Purchase different services or supports**
- **Increase the number of hours of a restricted or unrestricted service**
- **Decrease the number of hours of an unrestricted service**
- **Add a new Savings item**
- **Effective 1st day of month**

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### **A Purchasing Plan Update is used:**

- To hire a new employee or agency/vendor to take place of one who has stopped providing services.
- To change the rate of pay for an employee or vendor without changing the overall budget.
- To purchase different services or supports to meet identified needs or goals without changing the overall budget.
- To increase or decrease the number of hours of a restricted or unrestricted service that will not affect the overall budget.
- To add or subtract a Savings, extend the dates of purchase, or change the amounts being requested.
- Purchasing plan updates are effective on the first day of the month



## Quick Update

- **Replace a current authorized provider**
- **Change a vendor in Savings, OTE or STE**
- **Change only the estimated date of purchase for a Savings item or the End Date of an OTE or STE**
- **Add or replace a service or support in the Savings Section**
- **Add an emergency back-up provider**

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### **The Quick Update can only be used for five specific reasons:**

- To replace a current authorized provider with a new provider. (provider type, rate of pay & number of hours must be the same)
  - To change a vendor of an approved Savings item, OTE or STE
  - To change only the estimated date of purchase for an approved Savings item or the End Date of an approved OTE or STE.
  - To add or replace a service or support in the Savings Section.
  - To add an emergency back-up provider for a critical service in the Services Section.
- The Quick Update Form must be completed by the Consumer or Representative at least seven days before a new provider is anticipated to begin work. This can be found in the instructions.
  - Appropriate provider packet information must accompany the Quick Update Form and is required to be completed correctly.
  - Excessive use of the Quick Update Form indicates problems in managing the CDC+ Program and may result in a quality assurance review by APD to provide technical assistance.



We will now go over the step to write a purchasing plan.

For additional information (or if you are taking the self-guided training) please refer to the Purchasing Plan Training video located in the Training and Education portion of the APD CDC+ website.



This ends Training Module 6. You should now know the steps necessary to enroll in CDC+. Refer to the CDC+ Purchasing Plan training videos, Quick Tips and FAQs for instructions and information on how to write a Purchasing Plan.

This also concludes the CDC+ New Representative Training. After reviewing all 6 Representative Training Modules, you should have a good understanding of the CDC+ Program. You should understand the purpose and intent of the program and what your rolls and responsibilities will be as a CDC+ Representative. You should be ready to take the New Representative Readiness Review. Remember, we need to know that you are able to locate the answers; so use the tools we have discussed to find any answers that you are uncertain of.

Once you are fully enrolled on the CDC+ Program, you will receive monthly emails. These emails are meant to provide you with ongoing training and technical assistance. The emails cover topics like, payroll submission and how to reconcile your account. We hope that you will find them useful. There are also Peer Support Groups that meet throughout the state.



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**Thank you for your  
participation**

For additional questions, please call:

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**850-414-6691**

**CDC+ Customer Service**

**1-866-761-7043**

*CDC+ Website <http://apdcares.org/cdcplus/>*

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Thank you for your participation.