



**Educational Guide  
for The**

**Consumer Directed  
Personal Assistance Program  
(CDPAP)**

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# Introduction

The Consumer Directed Personal Assistance Program (CDPAP) is a statewide Medicaid program that provides an alternative way of receiving home care services. The Consumer has more control over who provides their care and how it is provided. The Consumer recruits, hires, and trains the Personal Assistants. The Personal Assistants can be family members, friends, or people in the community. A fantastic aspect of CDPAP is that Personal Assistants can perform tasks from housekeeping to a skilled nursing task. CDPAP can be used to supplement programs within Office for People with Developmental Disabilities (OPWDD), Department of Social Services (DSS), Department of Health (DOH), and many other programs. The individual receiving CDPAP can be any age from a pediatric to a senior, as long as the eligibility requirements are met.

## Definitions

Before getting started, it is important to be familiar with the below terms!

**Consumer:** means a medical assistant recipient who has been determined eligible to participate in CDPAP.

**Designated Representative:** means an adult to whom a self-directing Consumer has delegated authority to instruct, supervise and direct the Consumer Directed Personal Assistant and to perform the Consumer's responsibilities. With respect to a non self-directing Consumer, a Designated Representative means the Consumers parent, legal guardian or, subject to the social services districts approval, a responsible adult surrogate who is willing and able to perform such responsibilities on the Consumers behalf.

**Personal Assistant:** means an adult who provides Consumer Directed Personal Assistance to a Consumer under the Consumer's instruction, supervision and direction or under the instruction, supervision and direction of the Consumers Designated Representative.

**CDPAP Fiscal Intermediary:** means an agency that takes care of wage and benefit processing.

# **CDPAP Eligibility Requirements for Consumer**

The below criteria must be met to be eligible for CDPAP.

- Be eligible for long term care and services provided by a certified home health agency, long term home health care program or an AIDS home care program authorized pursuant to article 36 of the Public Health Law; or for personal care services or private duty nursing services
- Be on Medicaid
- Be self-directing or, if non self-directing, have a Designated Representative
- Need assistance with one or more personal care services, home health aide services or skilled nursing tasks



## **Enrollment Process for the Consumer**

- The Consumer gets a Doctors Order form completed by his or her Doctor.
- A Social Assessment and Nursing Assessment is completed by either the local social services office, or a managed long term care (MLTC).
- If the Consumer qualifies for CDPAP, then he or she receives the Plan of Care and a certain amount of weekly CDPAP hours.
- The Consumer then chooses and enrolls with a CDPAP Fiscal Intermediary.

# **Enrollment Process for the Personal Assistant**

Once the Consumer is enrolled and signed up with a CDPAP Fiscal Intermediary, then the Personal Assistant enrollment process may begin.

- First, the Consumer recruits and hires the Personal Assistant
- The Personal Assistant then signs up with the Fiscal Intermediary that the Consumer has chosen. This sign up process includes filling out an application and certain medical requirements.



## **Individuals that are allowed to be a Personal Assistant**

- 18 years or older
- Relative, friend, or individual from the community
- Parent of a Consumer, when the Consumer is over the age of 21

## **Individuals that are not allowed to be a Personal Assistant**

- Younger than 18 years old
- Designated Representative
- Legal Spouse
- Parent of a Consumer, when the Consumer is under the age of 21.

## Getting Started

Once the Consumer and the Personal Assistant are signed up with a Fiscal Intermediary, then the Personal Assistant can begin to work. It is the responsibility of the Consumer/Designated Representative to train the Personal Assistant on how the care is provided. The Consumer/Designated Representative can direct the Personal Assistant to perform tasks in accordance with the Plan of Care.

The Consumer can only be signed up with one CDPAP Fiscal Intermediary. The Consumer is allowed to switch CDPAP agencies, as different CDPAP Fiscal Intermediaries offer different pay rates and services.

A Personal Assistant can be signed up with more than one Fiscal Intermediary.



I hope this guide helped you better understand the Consumer Directed Personal Assistance Program. If you have any questions about CDPAP, or would like specific information, then feel free to contact Community Care. Community Care is a CDPAP Fiscal Intermediary.

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