

Getting to Know the CDE: IP/Client Questions

Glossary

Background Check Central Unit (BCCU): The BCCU is a centralized database used by DSHS to conduct background checks on providers who serve vulnerable adults, juveniles, and children.

Bi-weekly payroll: Bi-weekly payroll means payroll is distributed every two weeks for a total of 26 times per year. The advantages of bi-weekly payroll include a consistent number of days between pay periods. With bi-weekly payroll, there will be two months during the year in which the provider will receive three pay checks.

Character, Competence and Suitability (CC&S): The process used, when required, to decide whether an individual may have unsupervised access to minors or vulnerable adults.

Client Responsibility: Some Clients are required by Medicaid rule to pay a monthly amount towards the cost of their Medicaid services depending on their income.

Comprehensive Assessment Reporting Evaluation (CARE): CARE is the Comprehensive Assessment Reporting Evaluation system used by case managers to assess Client needs and eligibility for services. CARE is used to develop Client-centered care plans. Client monthly service hours are determined by the CARE assessment.

Consumer Direct Care Network Washington (CDWA): CDWA was named the CDE following a competitive bidding process by Washington State Department of Social and Health Services (DSHS).

Consumer Directed Employer (CDE): The CDE will become the legal employer and provide administrative employment support for Washington's Individual Providers who care for Clients who receive in-home personal care and respite through the state's Department of Social and Health Services (DSHS).

Electronic Visit Verification (EVV): EVV is required by the Center for Medicaid and Medicare's 21st Century Cures Act. EVV will be used by IPs to capture the type of service performed, the person receiving the service, the date, location, and person providing the services, and the time the service begins and ends. Washington's live-in IPs will not be required to use EVV.

Exception to Rule (ETR): ETR allows rules determined by DSHS to have exceptions that do not contradict the law while serving the health, safety, and welfare of Clients. This may include exceptions to how Client hours are authorized.

Financial Worker: The financial worker is a DSHS employee who reviews the Client's financial status to determine if Client Responsibility will be required from the Client.

Individual Provider (IP): A person who provides in-home personal care and respite services to another person who is elderly or who has a long-term disability.

Limited English Proficiency (LEP): The LEP population includes individuals who have Limited English Proficiency (LEP) and who may need translation/interpretation support.

Washington State Department of Social and Health Services (DSHS): DSHS is a group of agencies supporting Washingtonians' social and health needs including older adults, people with long term disabilities, and people with intellectual or developmental disabilities.

Work Week Limits (WWL): A WWL is the total number of service hours an IP may work in a work week. WWLs are the rules developed by DSHS to establish a process for allowing overtime to IPs in response to the Companionship Exemption.

Question #	Topic	Question/Issue	Answers
1.	Benefits	Will IP medical benefits change?	<p>Eligibility criteria and plan options for healthcare coverage and health programs through SEIU 775 Benefits Group will remain the same. Additionally, if an IP is currently enrolled in coverage and continues to meet established eligibility criteria their coverage will be extended through the CDWA transition. SEIU 775 Benefits Group will continue to provide communications related to your healthcare benefits.</p> <p>For more information, please call 1-877-606-6705 or visit myseiu.be/health-my-plan.</p>
2.	Bi-Weekly Payroll	Will everyone switch to bi-weekly payroll?	All IPs will shift to a bi-weekly (e.g. every other week) payroll schedule once they begin working with CDWA.
3.	CARE	What is CARE?	CARE is the Comprehensive Assessment Reporting Evaluation system used by case managers to assess Client needs and eligibility for services. CARE is used to develop Client-centered care plans. Client monthly service hours are determined by the CARE assessment.
4.	Carina	How will CDWA support Clients with finding a new IP?	When needed or requested, CDWA staff will assist Clients and IPs to use Carina to match Clients and IPs. If a Client already has an IP in mind, they may refer that person to CDWA who will help them with the hiring process.
5.	Case Manager Assignment	Will my Client's Case Manager remain the same and work for DSHS or DDA?	A Client's Case Manager will not change because of the transition. Case Managers will continue to work for their respective organizations (DDA, HCS or AAA).

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6.	Case Manager Communication	Will CDWA speak with Case Managers?	CDWA will communicate with Case Managers when there are concerns about client health and safety. Case Managers can also contact CDWA through our Customer Service Center or by contacting a Service Coordinator.
7.	Case Managers and CARE	Do Case Managers still authorize payments in CARE?	Case Managers will still use CARE to authorize service hours. However, service hours will be authorized to CDWA by Client. Services will no longer be authorized to each IP.
8.	Case Manager's Duties	When would a Client or IP work with Case Managers vs. CDWA? What are the Case Managers doing?	Case managers will continue to focus on determining client eligibility, authorizing services, and monitoring client care plans. Case Managers will continue to perform assessments, complete authorizations, help the Client with service planning, and provide support to maintain the Client's health and well-being. Clients will work with CDWA to identify their provider of choice. IPs will work with Case Managers to report any health and safety concerns. For all other employment-related questions, IPs will contact CDWA. More information will be provided during the IP employment orientation.
9.	CDE	What is CDE? What brought on this change?	In the 2018 legislative session, the Washington state legislature passed ESSB 6199, a bill authorizing DSHS to contract with a Consumer Directed Employer. The Consumer Directed Employer will serve as the legal employer of all IPs in Washington state and will handle all employment, payroll and administrative functions related to IPs. The Client will continue to be the managing employer. More information about the how the CDE was established can be found here .

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10.	CDWA Background	Are you a multi-state operation? Where are your headquarters? How long have you been operating your business?	CDWA is part of the Consumer Direct Care Network, a network of companies providing services in 15 states. We are committed to and specialize in providing self-directed care. The Care Network is headquartered in Missoula, Montana. CDWA will have offices and management and staff located in the state of Washington to provide service throughout the state.
11.	CDWA Business Status	Is the CDE a private employer, and is CDWA part of Washington State government?	The role of the CDE will be performed by CDWA, a private company that is not a part of Washington state government. CDWA is contracted with DSHS to provide IP employment services.
12.	Client Assessments	Who will be responsible for annual assessments for Clients?	DSHS or AAA Case Managers will continue to be responsible for annual assessments.
13.	Client Authorized Hours	Will Clients still need to Contact Case Managers to authorize a change in monthly respite hours, or will the IP be able to utilize hours until they are used up?	Clients will assign authorized hours to IPs either through the DirectMyCare web portal or by contacting CDWA by phone. If a Client needs additional respite hours for the month, they will need to contact their Case Manager.
14.	Client Responsibility -- Criteria	Why do you collect Client Responsibility?	Some Clients are required by Medicaid rule to pay a monthly amount towards the cost of their Medicaid services depending on their income. As part of our contract with DSHS, CDWA is required to collect this amount from appropriate Clients.
15.	Client Responsibility -- Payment Process	How does the Client pay the CDE?	CDWA is developing a process to collect Client Responsibility from the Clients who are required to make these payments. Clients will pay their participation directly to CDWA rather than to their IP(s).

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16.	Client Responsibility -- Status	I don't currently collect Client Responsibility from my Client, who is my son. Will this change?	Per state law, some Clients are required to pay Client Responsibility. Client Responsibility is determined by the Client's DSHS financial worker and depends on the Client's income. If the Client is currently not required to pay Client Responsibility, this will not change as result of the transition to the CDE. Client Responsibility could change depending on Medicaid rules. Additional financial questions should be directed to the Client's DSHS financial worker.
17.	Client Responsibility -- Ability to Pay	What happens if the Client is late or does not pay their client responsibility to CDWA?	CDWA will work with Clients who are having challenges paying their responsibility. If the Client is unable to pay, and after a notification period, CDWA will stop services to the Client. CDWA will also notify the Case Manager who will work with the Client to find alternative care. The IP who was serving the Client will continue to be an employee of CDWA. CDWA may assist the IP in finding a new Client.
18.	Clients and Authorized Representatives	What if the Client is not capable of directing the IP?	Just as it works today, an Authorized Representative can direct the IP on behalf of the Client.
19.	Communication -- Individuals in Rural Areas	How will CDWA support and communicate with individuals who live in rural areas?	CDWA will hire Service Coordinators to assist IPs in rural and urban locations. To ensure timely receipt of notifications from CDWA, IPs should make sure their email address and contact information is current in IPOne. Clients can contact their Case Managers if their email address or other contact information has changed. CDWA is working closely with DSHS to communicate with IPs and Clients across the state.
20.	Communication with IPs	Will CDWA contact all IPs even if they are not currently assigned to a Client?	CDWA will send communications to IPs whose contact information we receive from DSHS. IPs should ensure their email address and contact information is current in IPOne to receive notifications and instructions about the CDE transition.

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21.	Continuing Education -- Requirements	Will we still be required to do Continuing education? If so, would an authorization by your Client's Case Managers still be needed? Will we still be paid for CE hours?	IPs' Continuing Education (CE) requirements will continue to be determined by state law. However, CE will be authorized and paid by CDWA, rather than through the state Case Managers. IP Training will still be done through the SEIU 775 Benefits Group. CDWA will abide by the CBA in effect at the time of IP changeover.
22.	Continuing Education – Training Partnership	Will SEIU continue to manage Continuing Education requirements?	Continuing Education (CE) will still be done through the SEIU 775 Benefits Group. CDWA will inform IPs of required trainings and any training renewals. Current training credentials will transfer over to CDWA at the time of the transition.
23.	Customer Service -- CDWA	What if we have an issue with CDWA? Do we contact our Case Manager or someone at DSHS?	If you have an issue with CDWA, we encourage you to contact us directly. SEIU 775 is able to assist IPs who feel their union rights have been violated.
24.	Customer Service -- Limited Technology	I'm worried about the change since I'm not tech savvy. Will there be help when we change over?	We will have Service Coordinators throughout the state who you can contact for assistance. We will also have a Customer Service Center that you may call for technical assistance relating to CDWA's systems or tools.
25.	Direct Deposit	Can I keep my current direct deposit setup as a live-in IP?	You will be able to keep your account used for direct deposit. CDWA will not receive direct deposit information from IPOne. IPs will need to provide direct deposit information to CDWA during the CDE hiring process.
26.	DSHS Role	What role will DSHS take after CDWA is in charge of payroll?	DSHS is contracting with CDWA as the CDE so that once the transition happens, DSHS and other agencies can focus on case management activities rather than employer and administrative activities of IPs.

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27.	Employment for IPs Statewide	Is CDWA limited to having 45,000 IPs?	CDWA will become the employer of all IPs. There is not a limit on how many IPs CDWA will employ and CDWA can and will hire more IPs as the program grows. The 45,000 we have referred to is an estimate of the current number of active IPs.
28.	Employment Identification	Will our IP number stay the same?	Your IPOne identification number will stay the same.
29.	Employment Information	After the transition will we still be able to access our hour and wage info?	IP hours and wages worked for CDWA will be available on CDWA's DirectMyCare web portal. IP time submitted and pay amount can be accessed through the CDWA Customer Service Center for hours worked for CDWA. CDWA will not have hour and wage information for work that occurred prior to employment with CDWA.
30.	Employment -- Being Dismissed by Client	Are we still employed by CDWA if a Client dismisses us?	An IP will remain an employee of CDWA if dismissed by a client. If an IP is dismissed, but wants to continue working as an IP, and is still eligible to work, they can use Carina to find another Client. IPs employed by CDWA, and who have worked within the last 12 months, will not have to go through the entire hiring process again and CDWA will retain their employment information.
31.	Employment Requirements and Pay Rates	What are CDWA's employment requirements and pay scales? Will they change with the transition?	Employment requirements will not change with the transition. Employment requirements and pay scales are set by state legislation and the collective bargaining agreement (CBA) with SEIU 775. If there are changes to requirements or pay scales, due to changes in legislation or to the CBA, SEIU 775 and CDWA will communicate those changes to IPs and Clients. Current and new IPs will be required to go through CDWA's paid employment orientation for training on the DirectMyCare web portal, EVV (if applicable) and other employment-related information.

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32.	EVV	What is EVV?	Electronic Visit Verification (EVV) is an electronic method for submitting your time worked. It is a federal requirement included in the 21st Century Cures Act. CDWA will have its own EVV system that IPs will use to record their time worked. Click here for more information on EVV from DSHS. Live-in IPs will not use EVV.
33.	EVV -- Live-in IPs	I am a live-in provider. Do I need to sign up for an EVV exemption again?	IPs who live with their Clients will not use EVV. As part of the hiring process, all IPs will complete a W-4 form and 2014-7 (Difficulty of Care/live-in) attestation as part of their employment documents. CDWA will process taxes based on this information. If an IP is unsure of tax exemptions, they should ask a tax professional.
34.	EVV App	Will we still use the Time4Care app?	Once you transition to CDWA, you will no longer use the Time4Care app. CDWA will have its own EVV app for time entry and will provide training materials on how to use the new EVV app.
35.	EVV -- Functionality	Will CDWA's EVV app show the work week limit so we can ensure we are not exceeding it accidentally?	Work Week Limits and weekly hour totals will be available on CDWA's DirectMyCare web portal. The EVV mobile app is used for starting and ending a shift. EVV shifts are visible on the DirectMyCare web portal and can be accessed on a mobile device or through a computer.
36.	EVV – Service in the Community	I meet Clients at different locations to begin and end shifts, is this recognized by the app?	IPs will be able to clock in and out from any location where services begin and/or end.
37.	EVV -- Training	When will we be able to download your EVV app to become familiar with the new system?	You will be informed when you can download the CDWA EVV app. We will produce resources and trainings for using the app. The timing is dependent on the phase in which you will be hired by CDWA.

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38.	Funding for Caregiver Pay	How will IP wages be funded? Will wages still be paid by DSHS through IPOne?	IP wages will continue to be funded by the state, as they are today. CDWA will administer payroll through our own system rather than through IPOne. CDWA will collect Client Responsibility, when applicable.
39.	Hour Authorization	Will the hours be authorized as weekly or monthly?	Hours will continue to be authorized monthly and permanent work week limits will still apply.
40.	Hours and Work Week Limits	Will I still be getting the same number of hours and will my Work Week Limits still be grandfathered into the system as they are now? Will my overtime change?	Your hours will stay the same unless your client decides to make a change and divide the hours differently. Current Work Week Limits for IPs will transfer over to CDWA and overtime will work the same as it does now.
41.	IP Contracts with DSHS	Will IPs still have a contract with DSHS?	Once transitioned to the CDE, IPs will become employees of CDWA and their contracts with DSHS will end.
42.	IPOne	Will we stay on IPOne or will we transition to something different?	CDWA will have a new payment system that will fully replace IPOne. The payment system will be fully managed by CDWA. More information on the background of the CDE can be found here .
43.	LEP Description	What is LEP population?	The LEP population are individuals who have Limited English Proficiency (LEP) and who may need translation/interpretation support.
44.	Live-In IP -- Expectations	I'm a live-in IP. Will there be changes for me?	All IPs, including live-in IPs, will become employees of CDWA. CDWA will manage credentialing, payroll, training, and other employment activities. If you are a live-in IP, you will not be required to use the EVV app, but you will report your time and tasks on a weekly basis through CDWA's DirectMyCare web portal. The DirectMyCare web portal can be accessed from a computer or a mobile device.

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45.	Live-in IP-- Status	During the Pandemic some IP's have been sheltering in place with their Clients. In essence being with their Clients 24/7/365. What is CDWA's position on this?	<p>The CDE is able to reimburse IPs for services delivered in the amount, scope, and duration proscribed in the Client's plan of care.</p> <p>IPs will complete a W-4 form and 2014-7 (Difficulty of Care/live-in) attestation as part of their employment hiring documents. CDWA will process taxes based on this information. If an IP is unsure if they qualify, they should ask a tax professional.</p>
46.	Live-In IP -- Time Submission Frequency	Can we continue to submit a weekly time sheet if we are a live-in provider?	Live-in providers will continue to submit a weekly work log including hours and tasks. However, work logs will be submitted through CDWA's DirectMyCare web portal instead of through IPOne.
47.	Live-In IP -- Time Submission	Will live-in providers need to track the specific hours/times with EVV? Or will we just report the number of hours worked each day?	Live-in providers will report the total number of hours each day and the tasks they perform on a weekly basis through CDWA's DirectMyCare web portal. They will not need to document specific hours/times worked through the EVV app.
48.	Live-in IP -- Parent Provider Time Submission	How would a parent provider IP who lives with the Client report hours?	Parent providers who live with their Client will enter hours and tasks into CDWA's DirectMyCare web portal on a weekly basis. The DirectMyCare web portal can be accessed from a computer or a mobile device. Parent providers who do not live with the Client will be required to submit time through EVV.
49.	Live-In IP -- Late Time Submission	As a live-in provider, what happens if we don't submit our work logs on time?	Live-in providers will enter hours and tasks into CDWA's DirectMyCare web portal on a weekly basis. We will be unable to pay you for your work until we have record of your tasks and hours. Submission of late time will result in delayed payment of wages.

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50.	Live-In IP -- Tax Deductions	Will the change affect live-in IPs tax deductions?	IPs will complete a W-4 form and 2014-7 (Difficulty of Care/live-in) attestation as part of their employment hiring documents. CDWA will process taxes based on this information. If an IP is unsure if they qualify, they should ask a tax professional.
51.	Masks	Does CDWA have a respiratory protection program (per WAC 296-842-11010) for IPs who have to wear N95 respirators in the Client's home?	CDWA will work with DSHS to find an appropriate solution to respiratory protection. We will update stakeholders as information is available.
52.	New IPs	How does a Client get a new IP who has not been an IP before?	The Client can refer the IP to CDWA to begin the hiring process through the online application. Clients can use Carina to find an IP if they don't have one already identified. Once the application is received, a CDWA Service Coordinator will help the prospective IP complete the hiring process.
53.	Offices	Will we be able to visit CDWA offices for assistance?	CDWA offers a few ways for IPs to receive assistance. You may contact our Customer Service Center, contact one of our Service Coordinators, or visit one of our three offices on a limited appointment basis.
54.	Overtime and Holiday Time	Will we be eligible for overtime and holiday pay?	Wages and benefits are subject to bargaining and are stipulated in the collective bargaining agreement (CBA) with SEIU 775. The current CBA is effective through June 30, 2021. CDWA will abide by the CBA in effect at the time of IP changeover.
55.	Paid Services	If a Client gets a service like environmental mod, will you manage the participation in this situation or only with paid caregivers?	The CDE manages participation with the Client for only CDE-covered services. The CDE does not process client obligations for other services with cost-sharing requirements. CDWA only provides paid caregivers and does not manage enrollment in other Medicaid services.

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56.	Paid Time Off (PTO) Rollover	What if my PTO balance is not correct at the time of transition? How will I fix that?	Balance corrections will need to be addressed with IPOne. CDWA will receive PTO balances from IPOne.
57.	Parent Provider -- Expectations	How will the transition to the CDE impact Parent Providers?	Parent providers will transition to the CDE just as all other IPs will. If a parent provider does not live with their Client, they will be required to submit time through the EVV app. Parent providers who are live-in caregivers will submit their work log and tasks weekly through CDWA's DirectMyCare web portal.
58.	Parent Provider -- Training	As an IP parent provider will there be any changes in training requirements?	Training requirements for skills training and continuing education will not change as a result of the transition to CDWA. However, current and new parent providers will be required to go through CDWA's paid employment orientation for instruction on CDWA's DirectMyCare web portal, EVV (if applicable) and other employment-related information.
59.	Parent Provider -- Tax Exemption	Will Parent Provider income still be tax exempt after the changeover to CDE? (Currently exempt under IRS Notice 2014-7.)	IPs will complete a W-4 form and 2014-7 (Difficulty of Care/live-in) attestation as part of their employment hiring documents. CDWA will process taxes based on this information. If an IP is unsure if they qualify, they should ask a tax professional.
60.	Pay Period Mileage	Will mileage be included with pay or will it be separate?	Mileage will be paid with the bi-weekly (every other week) payroll.
61.	Pay Period Timing	Will we still get paid on the same days? If not, when will our pay periods change?	Your pay dates will change to a bi-weekly (every other week) schedule. Your pay periods will change when you transition to CDWA. We will contact you as the time for transition approaches and will inform IPs when your documentation for hiring by CDWA is needed. IPs will receive a payroll calendar prior to transition indicating payroll dates.

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62.	Pay Period Work Week	Will the work week still be Sunday to Saturday?	The work week will continue to be Sunday through Saturday.
63.	Pay Rate Changes	Are Cost of Living Raises made by the State or by CDWA? Will there be raises for experienced IPs?	Employment pay scales will continue to be set by the collective bargaining agreement (CBA) with SEIU 775. CDWA will abide by the CBA in effect at the time of IP changeover. IPs may qualify for wage increases dependent upon additional training.
64.	Pay Rate Setting	Are we going to be paid the same as now?	Employment pay scales will continue to be set by the collective bargaining agreement (CBA) with SEIU 775. CDWA will abide by the CBA in effect at the time of IP changeover. Your pay dates will change to a bi-weekly schedule. IPs will receive pay every other Friday.
65.	Pay Rate, Benefits, Union Representation	Do pay rates, benefits, and union representation stay the same for all IP's?	Pay rates, benefits, and union representation will not change due to the CDE transition. CDWA will abide by the collective bargaining agreement (CBA) in effect at the time of IP changeover.
66.	Pilot	How do I apply to be one of the 200 pilot?	Pilot participants will be selected from Lewis, Mason, and Thurston counties. CDWA will work with Case Managers in those counties to determine pilot participants.
67.	Retirement	What does this do to our retirement benefits?	Your Secure Retirement Trust account will not change with this transition and CDWA will continue to make contributions to that account per the terms of the union contract. Retirement benefits are subject to bargaining and are stipulated in the SEIU 775 Collective Bargaining Agreement (CBA). The current CBA is effective through June 30, 2021. CDWA will abide by the CBA in effect at the time of IP changeover. Your retirement account status will not change nor will you need to update your login on the retirement portal at myseiu.be/retirement . The Benefits Group will continue to provide communications related to your retirement program.

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68.	Security	What security measures does CDWA have in place to be sure you are protecting my confidential information?	<p>CDWA maintains confidential and protected health information in a secure operating environment, with electronic and physical security controls in place at all times for data that is in transit and data that is at rest. CDWA information security processes are assessed annually through an independent HIPAA Security Audit and are in compliance with ISO 27002 and NIST 800-53 standards.</p> <p>We regularly work with protected health information (PHI) and our systems and processes exceed requirements for protecting information.</p>
69.	Tax Exemption	Will there be a way to be tax exempt for one client and non-tax exempt for the rest?	An IP may attest to a different live-in status for different Clients. IPs will complete a W-4 form and 2014-7 (Difficulty of Care/live-in) attestation as part of their employment documents. CDWA will process taxes based on this information. If an IP is unsure of tax exemptions, they should ask a tax professional.
70.	Technology Access -- Email Requirements	My husband and I are providers for our son. He does not have an email address. Can we use the same email address for all of us?	You can use one email address for email notifications. Clients and IPs will need to use separate email addresses to use the DirectMyCare web portal. The same email cannot be used for both. Separate emails allow the IP and Client to establish user identities in the CDWA payment system. IPs and Clients are distinguished as separate users in the DirectMyCare web portal.
71.	Technology Access -- Email Requirements	If a Client has an active email address, what information can they expect to receive by email?	We will send important information and communications by email. Most communications will be regarding the changes Clients can expect as IPs transition to CDWA or additional IPs are hired. An email address is required to use the DirectMyCare web portal. CDWA will also send email notifications when important messages are available on the DirectMyCare web portal. If a Client's email address has changed, they should contact their Case Manager to update their email address in CARE.

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72.	Technology Access -- Limitations	Do you have options in place for Clients and families that do not have email or access to use a computer?	Hours worked will need to be entered into CDWA's DirectMyCare web portal on a weekly basis. Training will be provided to all IPs on how to access the DirectMyCare web portal and enter their hours. Clients can use the Customer Service Center instead of using the DirectMyCare web portal.
73.	Technology Access -- Options	Will you send out information in the mail?	On an exception basis, CDWA will send Clients and IPs information by mail when no electronic options are available.
74.	Time Submission	Will IPs be able to report hours by fax?	If you are not a live-in provider, you will be required to use our EVV application or Interactive Voice Response (IVR) to submit time. If you are a live-in provider, you will submit your weekly work log through CDWA's DirectMyCare web portal instead of to IPOne.
75.	Timeline for CDE	Why is it taking so long to get this rolled out?	The number of people transitioning is large and it takes significant planning and preparation to make the transition happen. Additionally, the pandemic has delayed the process.
76.	Training	What about training? Will it still be through the SEIU union, or is it now different?	Training will continue to be done through SEIU 775 Benefits Group. You will be required to go through CDWA's employment orientation for training on the DirectMyCare web portal, EVV (if applicable) and other employment-related information.

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77.	Transfer of Employment - Reapplying	Will we have to reapply for our jobs?	Current IPs will not have to reapply for their jobs. Most employment information will transfer to CDWA. However, CDWA is obligated to complete background checks on current IPs whose background checks have expired or will expire, as per criteria set by the State of Washington. Additionally, IPs must complete several employment-related documents and orientation/training as part of the new hire process. Completion of employment-related orientation is paid time for all IPs. IPs are not paid for time spent completing employment-related documents. The new documentation will ensure we have up to date information and have accounted for any changes in your status (such as name changes). It is our goal to make the transition as smooth as possible.
78.	Transfer of Employment - Certainty	Is any current IP at risk of NOT being "hired" by the CDE?	Current IPs are at risk of not being hired if they fail to complete the CDWA hiring process and fill out the required employment documents. If you are a current IP, most of your employment information will transfer to CDWA. However, CDWA is obligated to complete background checks on current IPs whose background checks have expired or will expire, as per criteria set by the State of Washington. Current IPs must complete several employment-related documents and orientation/training as part of the new hire process. Completion of employment-related orientation is paid time for IPs. IPs are not paid for time spent completing employment-related documents. It is our goal to make the transition as smooth as possible.
79.	Transfer of Employment – Background Checks	Will you be using the background checks from DSHS or will we need to have another one?	Background check information will transfer over to CDWA. You may be required to have another background check if your current background check has expired or will expire within 90 days.

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80.	Transfer of Employment Proof of Employment	When applying for loans we are asked to indicate our employer. Changing to the CDE makes it look as if the applicant has changed jobs. How will CDWA handle this?	On request, CDWA will produce a letter explaining the transition. Financial institutions will send out their normal verification to capture financial details of the job.
81.	Transition Phases	When do we transition to CDWA?	IPs will transition to CDWA in phases based on the county the Client lives in. We will communicate with Clients, Authorized Representatives, and IPs in advance of the phase in which you will transition.
82.	Transition Timing	Where can I find the new rollout timeline?	For updates on the timeline and additional details on the CDE program, click here to visit the DSHS website.
83.	Webinar	Are we paid for attending the Getting to Know the CDE Webinar?	Attendance of these informational webinars is voluntary for all IPs, Clients, Authorized Representatives, and other stakeholders. Time spent attending voluntary information sessions is not paid time. CDWA will continue to hold information sessions during the spring and summer, as we approach the transition dates for Clients and IPs.
84.	Union Topics	Who can help me with questions relating to SEIU 775 or SEIU 775 Benefits Group?	<p>Questions regarding union membership, dues or Training should be directed to SEIU 775 Member Resources Center at 1-866-371-3200.</p> <p>For Health questions, visit here. For Retirement questions visit here.</p>