



DIVISION OF DEVELOPMENTAL DISABILITIES

PARENTS TEMPORARILY BECOMING DIRECT CARE WORKERS DURING THE COVID-19 EMERGENCY

Effective Date: April 8, 2020 through the end of the Covid-19 Emergency

Updated: April 10, 2020, April 14, 2020, September 8, 2020

In order to make sure that families have the support they need during the Covid-19 emergency, DDD will temporarily allow family members who qualify, to become a Direct Care Worker (DCW) and provide paid care to DDD members who are children. This means that a Parent, Step Parent, or other legally responsible person (“parent”) may temporarily be hired by a Qualified Vendor Agency (QVA) to be a Direct Care Worker (DCW) for their child.

Support Coordinators are contacting families during the COVID-19 emergency to make sure they have the services they need. A parent can also contact their child’s support coordinator to ask for support they need. When services are assessed and added to a child’s planning documents, the support coordinator, parent and any other team members involved in planning, should consider who best to provide the services.

The Division has not changed its service assessment criteria. The requirements are outlined in the DDD Medical Policy Manual as follows:

- 1240-1 Attendant Care and Homemaker (Direct Care Services):
https://bit.ly/Attendant_Care
- 1240A-4 Attendant Care Supervision Documentation Requirements:
https://bit.ly/Documentation_Reqs
- 1240-E Habilitation Services:
https://bit.ly/Habilitation_Services

CONSIDERATIONS FOR IDENTIFYING A PROVIDER SHOULD INCLUDE:

- If a current or former QVA who has supported the family has a provider available, this option should be considered first.
- Parents may not provide respite to their own children.
- If a parent is working from home and is already being paid by his or her employer during the time a child is scheduled to receive services, then the parent cannot also be paid as a DCW for the child during that time.

- If a parent does not want additional people coming in to the home during this time, becoming a DCW might be the best option, especially if the member has high risk factors including:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - A compromised immune system
 - Severe obesity
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease

BECOMING A DCW

A parent who wants to be a DCW must meet the qualifications to be a direct care worker. Most QVA can assist a parent to become qualified. A parent should contact qualified vendor agencies they currently have a relationship with to determine if they qualify to be hired as a DCW. If a parent doesn't currently have a relationship with a QVA, they can contact their Support Coordinator and ask for a vendor directory or use the online Online DDD Home and Community Based (HCBS) Directory: <https://ddd.azdes.gov/Organization/DDD/DDDProviderSearch>.

To Qualify you must:

- Be least 18 years old
- Have the following documentation (the QVA can help)
- Evidence of being trained in Article 9 (can be virtual during emergency)
- Evidence of being trained in CPR/ First Aid (can be virtual during emergency)
- Evidence of completing DCW Training (after the emergency lifted)
- Evidence of being trained on the delivery of habilitation services (as appropriate)
- Evidence a request for Fingerprints clearance was submitted, unless the only service being provided is attendant care and the parent resides in the same home as the member
- Pass background checks including checks of the Department of Child Safety (DCS) Central Registry And the Adult Protective Services (APS) Registry
- Be trained on and agree to follow any QVA specific requirements, for example: review of QVA policy and procedures, QVA employee handbook, training on timesheets, training on progress reporting requirements, etc.

Transition: QVAs are required to track the employment of parents of minor children hired under this exception. At the end of the Covid-19 emergency, DDD will rescind this exception and parents will no longer be able to be paid to provide care for their children (returning to policies in place before the pandemic). QVAs shall assist with transition to a non-parent DCW if the identified services are still needed.

CAREGIVING DURING REMOTE LEARNING TIME

Parents/step-parents, legal representatives or primary caregivers may not be paid to provide services during remote learning time during the COVID-19 emergency. Any assessed services for remote learning time must be provided by a non-parent direct care worker who is an employee and subcontractor of a Qualified Vendor or by an Independent Provider.

Parents/step-parents, legal representatives or primary caregivers may be paid to provide assessed medically necessary home and community based services during non-school time during the COVID-19 emergency.