

CDC+ Connection – Your Monthly Source of Helpful Information

September 2022

Provider Rate Increases

The Legislature authorized rate increases for iBudget Florida waiver services effective July 1. The rates addressed are:

- Supported Employment
- Personal Care Assistance (PCA)
- In-Home Supports (IHS)
- Companion
- Respite (RSPH and RSPD)
- Behavior Assistance

All Directly Hired Employees (DHEs) and Independent Contractors (ICs) who provide the above services must make no less than \$15 an hour by October 1. Please work with your CDC+ Consultant to submit a Purchasing Plan Update prior to October 1.

Note: If a Purchasing Plan Update is not submitted by Oct. 1, any DHEs or ICs who provide the above services will automatically receive the rate increase effective 10/1.

Web-Based Payroll

CDC+ wants to make sure everyone can get their payroll claims in on time. The best way to do this is by submitting claims online at

<https://apd.myflorida.com/cdcplus/submissions/>.

This web-based payroll system allows you to submit payroll claims any time – day or night – even when CDC+ is closed. Payroll claims can also be submitted weekly, but only after the last day of that payroll week. Additionally, you can print your submission tracking number or save it to your computer for easy retrieval.

If you are interested in submitting payroll through the website but are not sure how, call us! CDC+ Customer Service Representatives are happy to help with the process; just call on a non-payroll week and ask for assistance.

All employees MUST be included on the Employee/Contractor Roster. While this is a requirement for record retention, it also ensures notification of expiring fingerprints. Instructions to add an employee to your roster can be found on our website at <http://apdcares.org/cdcplus/index.htm>. The Employee/Contractor Roster link can be found on this page in the bulleted list under the section titled Background Screening Information for CDC+ only.

Living Situations

CDC+ Consumers are required to reside in their own home or family home in accordance with 42 USC 1396n(j)(1) which states, "Self-directed personal assistance services may not be provided under this subsection to individuals who reside in a home or property that is owned, operated, or controlled by a provider of services, not related by blood or marriage." Under no circumstances should a consumer reside in the home of a paid provider. This would be in violation of this rule and may result in disenrollment from the CDC+ program.

EVV Updates

CDC+ has launched the federally mandated Electronic Visit Verification (EVV) system. Only non-live-in DHEs and ICs of IHS, PCA, RSPH, and RSPD are required to participate. For more information, visit our one-stop EVV resource at <https://apd.myflorida.com/cdcplus/cdcevv.htm>.

Remember: If calling or emailing for assistance, please allow at least 48 hours for a response. Please provide enough time for staff to review your issue before calling/emailing again or contacting another staff member for assistance. If you or your employee have problems accessing the app, you can call to log or approve EVV shifts using the EVV phone number: 877-336-4579.

If Your Representative Resigns/Changes

Employee/Contractor Roster

If your CDC+ Representative decides to stop providing services, they must tell your Consultant at least one week in advance of the date their service will end. If your Representative leaves and was unable to give prior notice, you or your parent or guardian must contact your Consultant within 24 hours of the Representative leaving. Your Consultant must immediately notify your APD Regional Office to have the Representative's username and password deactivated to ensure no invalid claims are made to your account. If you would like to choose another Representative, you have up to 30 days to identify a new person, ensure the individual has been trained, and have the Consultant submit the required paperwork to APD. You may choose not to have a Representative if you are able to manage the responsibilities of the program on your own. Until the new Representative paperwork has been submitted, the only people authorized to submit payroll or discuss your account with CDC+ customer service staff are you, your Consultant, and the APD Area Liaison for CDC+.

Reconciling Your Account

CDC+ participants are required to reconcile their account every month to avoid overspending and/or to plan for future purchases. Overspending and not keeping proper records could result in employees not being paid, being put on a Client Assistance Program (CAP), or being disenrolled from CDC+. If there are any issues with a consumer's account, a reconciliation must be submitted prior to CDC+ analyzing the account.

Note: The web-based payroll system should not be used in place of a reconciliation. This system only shows the number of approved units and the number of units that remain after payroll is submitted.

Is Your CDC+ Information Current?

There may be times when CDC+ will need to communicate crucial updates via email. To ensure delivery, please take a moment to verify consumer/Representative and employee contact information on file with CDC+. Verifying email address, phone number, and other contact information ensures updates are

received, and that there are no conflicts of interest.

CDC+ Training Opportunities

We are excited to continue offering trainings, which are now provided through Go-To. For a full list of trainings, see apdcares.org/cdcplus/cdctraining.htm. All trainings are scheduled in Eastern Standard Time (EST). To reserve a spot, email cdc.trgregistration@apdcares.org and include: 1) Training type, date, and time; 2) Legal first and last name; 3) Region name or county of residence; and 4) Email address and phone number.

CDC+ Customer Service

CDC+ customer service line: 1-866-761-7043
CDC+ fax line: 1-888-329-2731
Hours: Monday-Friday, 8 a.m. - 5 p.m. EST