



Consumer Directed Personal Assistant – Personal Assistant (PA) process

*****Note:** **A PA cannot start working or get paid for hours worked prior to receiving an approved start date from a CDPA Department staff member.**

From interview to approved start date

1. Consumer conduct's interview's and hires a PA
2. A Personal Assistant Information form (PAIF) **MUST** be filled out with both Consumers and PA's signature and sent in (mail, fax, email) or brought in to STIC.
3. A CDPA Dept. staff member will call the consumer to confirm they are hiring the PA on the PAIF
4. If the PA is a current worker, once it is verified we have all required information, a CDPA dept. staff member will inform the consumer of the approved start date.
5. If the PA is not a current worker, then they must do the following:
ALL of the medical below MUST be received by the CDPA Dept. for review
(STIC will cover the cost of any medical as long as the PA uses our provider)
6. **A negative Tuberculin test's (Mantoux / PPD) within the past year or a new TB Test with a TB risk assessment**

** If TB positive, a copy of their Health Department Card and a current chest x-ray (if card is over a year old) will be needed.
 - Physical (less than a year old) or a new physical is needed
 - Proof of (2) MMR Vaccination *or* a Positive Rubella and Rubeola Titer (if titers are negative, PA's will need new MMR vaccine(s) administered).
7. Once all above has been received and reviewed, the CDPA dept. will contact the PA to schedule an Enrollment meeting.

****PA's will be informed of what they need to bring with them to the Enrollment Meeting at the time of scheduling**
8. Once PA has completed their Enrollment meeting and cleared all state employment verifications, a CDPA Dept. staff member will contact the consumer with an approved start date.

Check List as requirements are completed:

All of the below must be to STIC for review prior to being able to schedule an Enrollment Meeting:

Medical:

Note - if there is any medical the PA does not have, STIC can order it from out provider and we cover the cost (if our provider is used)

- **A negative** Tuberculin test's (TB) *within the past year* with a TB Risk Assessment

**If TB+, a copy of their Health Department Card and a current chest x-ray (if card is over a year old) Will be needed
- Physical (less than a year old) or a new physical is needed.
If physical is over 30 days old, a health assessment will need to be completed as well
- Proof of 2 MMR vaccines or a Positive Rubella and Rubeola titer – if neither, then new titers will be required

PA's must bring the following to their Enrollment meeting:

- Two forms of ID – one must be a picture ID and then another form of ID per State and Federal guidelines
- If a PA will be driving on work time – a copy of the vehicle insurance card for any vehicle they will be Be using on CDPA time.

For questions to any of the above process, please contact the CDPA Department

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