



DIVISION OF DEVELOPMENTAL DISABILITIES

PARENTS BECOMING DIRECT CARE WORKERS DURING THE COVID-19 EMERGENCY

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

In order to make sure that families have the support they need during the Covid-19 emergency, DDD will 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.

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.
- 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
- 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. QVAs shall assist with transition to a non-parent DCW if the identified services are still needed.