

CATHOLIC CHARITIES

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**SELF-DIRECTED  
HOME CARE SERVICES**

WHAT IS  
**Self-Directed Help at Home?**



888-477-2263

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**Self-Directed Help at Home is a program of Catholic Charities Maine's Independent Support Services (ISS) that differs in several key aspects from our traditional homecare services.**

**Trying to decide between hiring someone on your own, hiring an individual from an agency, or something in between is an important personal choice. If this is the first time you've considered getting help at home, it might help to talk with others who use personal assistant services.**

Self Directed	Self Directed with Supports	Agency-Directed Service Provider
Person at home is the Employer.	Person at home is the Employer.	Catholic Charities ISS is the Employer.
Person at home makes all the decisions, including but not limited to hiring, training, and scheduling Home Helpers.	Person at home shares responsibilities with an advocate or Catholic Charities, and is responsible for directing some components of Home Helper services, including service documentation and payments to your Home Helper.	Catholic Charities hires, trains, and schedules Home Helpers.
Person at home is responsible for his or her own back-up Home Helpers.	Person at home and their advocate or agency are responsible for their back-up Home Helpers.	Catholic Charities is responsible for providing services and back-up Home Helpers.
<i>*Should you employ back-up, they must have undergone a background check.</i>		
Person at home is responsible for checking personal and employment references.	Person at home and their advocate or agency are responsible for checking references. Individual may contract with agency for this service.	Catholic Charities is responsible for checking references and background checks.

## Rights and Responsibilities of Self-Direction

As the Employer, you have certain rights and responsibilities to yourself and your Home Helpers.

### As someone who is self-directing, you have the right to:

- Decide who your Home Helper will be
- Direct the assistance you receive
- Decide when your Home Helper will work for you
- Be treated with dignity and respect, which includes respect of your privacy and confidentiality
- Replace Home Helpers who don't respect your rights

### **You also have a number of important responsibilities as an Employer:**

- You must complete a two-hour orientation
- You must hire a qualified Home Helper
- You must request that the Home Helper fill in a background check and return it to the Human Resources Department of Catholic Charities
- You must notify Catholic Charities if you lose, change or hire additional Home Helpers
- You must train, schedule and supervise the Home Helper
- You must document the time and services provided
- You must submit time sheets bi-weekly
- You must pay the Home Helper with the money you receive from Catholic Charities
- If you have a co-pay, you are responsible for paying your Home Helper
- You must work out any problems between you and the Home Helper
- You must alert Catholic Charities if you are not receiving services for any reason

### **Catholic Charities must also fulfill certain roles and responsibilities to you and your Home Helper:**

- CCM must provide instructions on the Self-Directed program before your Home Helper can start
- Complete background checks as a courtesy to you
- Provide service logs for the Home Helper to document services and pay dates/amount
- Provide time sheets and return-address stickers, mailed monthly
- Problem-solve with YOU to help you work out issues with your Home Helper
- Provide direction for finding a Self-Directed Home Helper
- Assist you to complete a direct-deposit form, as needed
- Check in every 6 months to see how things are going



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