

Consumer Directed Take Charge Program

WHY CHOOSE US?

- Tap into your own needs and preferences.
- Determine how and by whom your needs should be met.
- Monitor the quality of your care.
- Put yourself in control of the services you need for quality long living.

You may hire a family member (except a spouse), a neighbor, a friend or a home care professional to provide help.

It's our purpose to assist these communities by offering home-based supportive services that increase older adults' independence and choice:

Amherst • Blandford • Chester
Chesterfield • Cummington
Easthampton • Goshen
Granville • Hadley • Hatfield
Huntington • Middlefield •
Montgomery • Northampton •
Pelham • Plainfield
Russell • Southamptn • Southwick
Tolland • Westfield
Westhampton • Williamsburg
Worthington

Highland Valley Elder Services, Inc.

is a private tax-exempt organization that links people and communities to resources for dignity and choice.

We are a federally designated Area Agency on Aging (AAA) and a state designated Aging Services Access Point (ASAP). The Agency receives federal funds from the Administration on Aging and state funding from the Massachusetts Executive Office of Aging & Independence (AGE).



**To Report Elder Abuse 24/7:
Contact 800-922-2275**



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Florence, MA 01062



413-586-2000



www.highlandvalley.org
info@highlandvalley.org



Highland Valley
ELDER SERVICES

Choose & Supervise Your Home Care Worker

www.highlandvalley.org



Highland Valley
—ELDER SERVICES

PARTICIPANTS

YOU CAN PARTICIPATE IF

- You live at home, not in an institutional setting.
- You are at least 60 years of age or you have a diagnosis of Alzheimer's disease or related dementia.
- You meet the financial eligibility requirements.
- You are willing to develop a plan of service in consultation with your Case Manager.
- You or your designee are willing and able to meet the responsibilities as the employer of your worker.
- You or your designee are able to use online technology.

Taking Charge does not mean doing it alone.



THE PROGRAM



GETTING STARTED

- This program is directed by the consumer.
- Your Case Manager will explain the features of the program and the eligibility criteria, so you can both decide whether the program is a good fit for you.
- You will review the program handbook, which outlines your responsibilities as Employer of Record, as well as Highland Valley Elder Services' responsibilities to you. If you are uncertain whether you can fulfill the responsibilities of Employer of Record, you and your Case Manager can discuss whether a family member or friend can serve as your designee in this TAKE CHARGE program.

Highland Valley Elder Services will provide you with financial and care advisor services to meet your needs and responsibilities as an employer.

THE PROGRAM

- A designee can help you if he or she is willing to co-sign the consumer agreement and help you meet the responsibilities of the program.
- You will then complete the application package.



FINANCIAL SERVICES

- Will perform all payroll, tax withholding, tax reporting and benefits management duties for your worker on your behalf.
- Will check on your behalf, to see whether the worker you intend to hire has a criminal background or not.
- Will issue payroll checks directly to your worker based on the time sheets that you submit.

CASE MANAGER

- Will work with you to develop a plan of services, letting you know how much and what kind of services you can manage.
- Will provide you with advice on recruiting, hiring, scheduling and supervising your worker.
- Will help you identify other supportive services in the community that might complement your care at home.
- Will help you solve problems if you have difficulty finding a worker, supervising a worker or discharging a worker.