



Colorado Commission for the Deaf and Hard of Hearing

2017 FEE SCHEDULE

NON-COURT SETTINGS

Auxiliary Service Providers

I. PURPOSE

In order to achieve fairness for the payment of auxiliary services across the state, a statewide Fee Schedule has been implemented for the Colorado Commission for the Deaf and Hard of Hearing and Legal Auxiliary Services (CCDHH and LAS).

The following goals of the Non-Court Fee Schedule are:

- A. Uniform statewide guidelines regarding auxiliary services in the provision of equal access and high quality of auxiliary services throughout the state.
- B. Compensation set in order for CCDHH to provide required qualified auxiliary services within the constraints of legislative appropriations
- C. Fee Schedule conforms to the spirit and intent of enabling legislation ([C.R.S. 13-90-201 to 210](#)) and Rule ([12 CCR 2516-1](#)).

II. APPLICABILITY

The CCDHH Non-Court Fee Schedule applies in the processing of auxiliary service provider invoices for treatment agencies as well as other CCDHH and Department of Human Services' needs. All independently contracted auxiliary service providers and agencies are considered "in good standing" if they have been approved by CCDHH through the completion of annual required independent contractor paperwork. CCDHH will only pay for the services of authorized auxiliary service providers who have been confirmed for assignments via the Gridcheck Scheduling System by the CCDHH-LAS Manager or Auxiliary Services Coordinator.

III. COMPENSATION

In accepting assignments through CCDHH, auxiliary service providers agree to abide by all applicable rules of decorum, to report on time, to remain for the duration of the scheduled assignment, unless released by the agency designee, or other Administrative Authority, to dress in appropriate professional attire, and to abide by their professions' code of ethics. Full or partial payment may be forfeited if the service provider is found to be in violation of any of the above.

**Individual Base Rates**

\$80/hour: All CART services

\$45/hour: All Sign Language Interpreter Services



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**Assignments**

All assignments will be paid a two-hour minimum. If the assignment is less than two (2) hours and the auxiliary service provider is asked to go with the consumer for another service (i.e.: another appointment, payment of fees, etc), the auxiliary service provider will go with the consumer and provide service if it still falls within the 2-hour time frame AND if the new appointment is within the same facility. *The \$30 Last Minute Fee does not apply.* Additional time over and above the 2-hour time frame will be paid in 15-minute increments.

All-day Assignments: Any service provided after eight (8) hours, is paid at the auxiliary service provider’s individual base rate plus overtime differential in 15-minute increments. Lunch breaks will not be paid unless there is extenuating circumstances. All full-day assignments will be off-set by the office to 8 hours. Contact CCDHH-LAS immediately for any additional time worked over and above 8 hours in one day.

*\*An assignment that goes beyond the scheduled end time will be rounded to the nearest 15 minutes.*

**Rate Adjustments for Special Circumstances**

\*Overtime differential: more than 8 hours in a single day

- Extra time x Individual base rate x 1.5

\*Weekday evening differential: **7:00 pm to 7:00 am**

- Individual base rate + \$15 per hour

\*Weekend differential: **7:00 pm on Friday to 7:00 am Monday**

- Individual base rate + \$15 per hour

\*Holiday differential: assignments on **official state holidays**

- Individual base rate + \$30 per hour

**INDIVIDUAL BASE RATE FOR NON-COURT SETTINGS**

Status	Base Rate	OT rate	Wknd/Eve rate	Holiday rate
ALL	\$ 45.00	\$ 67.50	\$ 60.00	\$ 75.00
CART	\$ 80.00	\$ 120.00	\$95.00	\$110.00

**\*If during an assignment, it becomes a legal matter (police are called, attorney is present, etc.) and you are a Status I or II, notify CCDHH as soon as possible and change**



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**your rate to reflect the legal rate for your status on your invoice. If you are a Status IV, recuse yourself from the situation and have the agency contact CCDHH-LAS immediately to schedule a legally qualified service provider.**

**Parking**

Parking is paid, with no receipt, up to \$25. Parking charges over \$25 require a receipt.

**Other**

- “Last Minute Fee”-For assignments with less than twenty-four (24) hours notice from assignment start time, an additional \$30.00 one-time flat fee will apply. If the assignment is cancelled within the cancellation period, the \$30.00 fee still applies and can be invoiced.
- Invoices will be sent to CCDHH within thirty (30) days of services rendered.
- Invoices must be submitted for payment within the fiscal year in which the assignment was completed. CCDHH-LAS fiscal year runs from **July 1, through June 30**. Delay in submitting invoices may result in forfeiture of payments.
- CCDHH-LAS staff will confirm the accuracy of information reported and release back any invoices that need to be adjusted for re-submittal.
- An assignment that goes past the scheduled end, time will be paid in **15-minute increments**, rounded to the nearest 15 minutes, upon notification of CCDHH. Auxiliary service providers will add the additional amount as a ‘Line Item’ on the invoice.
- If an auxiliary service provider wishes to request removal from an assignment (without pay) that has been confirmed in Gridcheck, CCDHH-LAS must be notified immediately. Auxiliary Service Providers who repeatedly return assignments will lose preference in consideration for future assignments.
- **Auxiliary service providers are responsible for checking their Gridcheck calendars regularly to avoid any scheduling confusion or errors.**

**IV. CANCELLATION**

Assignments are often on evenings, weekends and holidays, therefore, this cancellation policy takes those hours into consideration.

- If an assignment is cancelled with **less than forty-eight (48) hours from the assignment start time** (EX 1 below), the auxiliary service provider will be paid for the entire cancelled assignment time period and be available for possible re-assignment. Re-assignments, in other locations, may be negotiated with CCDHH-LAS based on preparation, parties involved, new location, etc. Re-assignments that fall within the same time frame are not eligible for the \$30 Last Minute Fee.



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- If the assignment is cancelled, **with 48-hour notice from assignment start time or more** (EX 2 below), CCDHH is under no obligation to pay any fee to the assigned auxiliary service provider.
- If an assignment booked for two (2) or more days is cancelled, with less than 48-hour notice, from assignment start time, auxiliary service providers will be paid for the first two (2) days of the assignment (up to 16 hours) and not for any subsequent days and are released from holding the subsequent days.
- Facility or agency CLOSURES due to inclement weather, etc. are considered the same as a cancellation and will be paid as such. If conditions are unsafe, an attempt should be made by the auxiliary service provider to contact the local contact provided in the confirmation email for cancellation or closure information.

**EX 1** An assignment starting on Wednesday at 8:30 am, is cancelled on the Monday before at 10:00am. The auxiliary service provider is paid for the entire assignment (<48 hour notice from assignment start time).

**EX 2** An assignment starting on Monday at 9:00am, is cancelled on the Friday before at 4:30pm. The auxiliary service provider is not paid for the assignment (> 48 hour notice from assignment start time).

V. **EARLY DISMISSAL**

- If an assignment finishes more than 1 hour before scheduled end time, and the auxiliary service provider is released by the agency designee, ***the Auxiliary Service Provider will notify CCDHH immediately and be available for the entire time period for possible re-assignment in the same location.*** Re-assignments in other locations may be negotiated with CCDHH based on preparation, parties involved, new location, etc. Re-assignments within the same time frame are not eligible for the \$30 Last Minute Fee.
- If the consumer is a “no-show”, the auxiliary service provider will wait to be released by the agency designee. The auxiliary service provider will notify CCDHH immediately and be available for the entire time period for possible re-assignment. Re-assignments in other locations may be negotiated with CCDHH based on preparation, parties involved, new location, etc. Re-assignments within the same time frame are not eligible for the \$30 Last Minute Fee.



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VI. TRAVEL

All mileage and travel time calculations must use direct routes provided by GOOGLE MAPS (using Gridcheck link under 'Travel Charges' tab) from the auxiliary service provider's residence to assignment location. Time can be rounded up in 15-minute increments rounded to the nearest 15 minutes. *If the direct route requires a toll, the 2<sup>nd</sup> best route must be used unless approved by CCDHH in advance.* Additional time for inclement weather, traffic, etc. will not be paid. Any exceptions must be approved on a case-by-case basis by CCDHH. The state mandated mileage rate will be changed in Gridcheck and shared with auxiliary service providers as soon as possible after it has been announced.

- A. Auxiliary service providers will be paid the state mandated **MILEAGE** rate for each assignment 50 miles or less one-way (<=100 miles round trip).
- B. If the miles traveled are more than 50 miles one-way (>100 miles round trip), the auxiliary service provider will be paid the state mandated **MILEAGE** rate plus the amount of **TRAVEL TIME at half of base rate**. **Calculation MUST be shown as a 'Line Item' on the invoice.**
- C. When an out of town assignment exceeds one-day duration, the auxiliary service provider will be reimbursed per diem at Department of Human Services' rates. Lodging will be provided and paid for by the CCDHH. Other considerations can be negotiated and must be pre-approved.

**\*Contact CCDHH for per diem rates before submitting invoice.**

VII. AUXILIARY SERVICE PROVIDER 'NO SHOW'

- An auxiliary service provider who is a no-show and does not have a valid excuse that equates to a personal or family emergency will be given a verbal warning by the Commission and a notation of the incident will be made and kept on file.
- An auxiliary service provider, who is a no-show for a second time within two (2) years and without a valid excuse, will be given a written reprimand and placed at or near the bottom of the referral list for three (3) months. The written reprimand will be kept on file for a period of five (5) years.
- An auxiliary service provider who is a no-show for a third time within two (2) years will receive a written reprimand by the Commission and will not be given assignments for six (6) months.