

Consumer Directed Services

- You have a choice in how you receive services. This voluntary option is called Consumer Directed Services (CDS).
- If you are receiving services through the HCS program, you can choose to have supported home living and respite services delivered by people you employ. You would continue to have other services delivered by your HCS provider agency.
- If you are receiving services through the TxHmL program, you can choose to have any or all of your program services delivered by people you employ.
- You can change your choice of service delivery options at any time by contacting your case manager or service coordinator.
- You can choose a designated representative or hire a support advisor to help you with your employer responsibilities in the CDS option.
- If you select CDS, you will have a choice of consumer directed services agencies (CDSAs) to help you with paying your staff and other financial activities.
- Contact your case manager or service coordinator to ask for more information about CDS.



Consumer Directed Services is a voluntary service delivery option that lets you decide how you will manage your program services.

CDS gives you the ability to choose and manage services available through CDS in your program.

When you choose to participate in the CDS option, you or your legal representative become the employer of your direct service providers.

A Spanish translation of this flyer is available from your case manager or service coordinator.

A service delivery option for Home and Community-Based Services (HCS) and Texas Home Living (TxHmL)



Is Consumer Directed Services for you?

- ✓ Do you want to learn how to be the employer of your service providers?
- ✓ Do you want to find and hire your own providers for services in your service plan that can be delivered through the CDS option?
- ✓ Do you want to be responsible for training and managing your staff and service providers?
- ✓ Do you want to set the pay and benefits for your employees within the funds available in your service plan?

How Consumer Directed Services works

Make an informed decision

The person who will be the employer must find out about the rules and responsibilities for participating in the Consumer Directed Services (CDS) option. Your case manager or service coordinator can give you information about the CDS option in your program.

Tell your case manager or service coordinator

After you learn more about CDS, you will decide if you want to participate. If you chose to use CDS, you will be given a list of the consumer directed service agencies (CDSAs) available in your area. From this list, you choose a CDSA to help you.

Ask for help if needed

There are guidelines to tell you who can be an employer in the CDS option. Ask your case manager or service coordinator for details.

If you, the employer, need help to participate in CDS, you can choose an adult to help you meet employer responsibilities. This person is your designated representative.

You can also choose to purchase *support consultation* from a support advisor to help you learn how to meet your employer responsibilities under the CDS option. You can hire an independent support advisor or, if you request it, your CDSA can provide a support advisor.

Receive orientation about CDS

The CDSA you pick will give you an initial CDS orientation in your home. The CDSA will help you set up budgets from the money in your service plan for each service you decide to self-direct. You decide how your staff will be paid. You also decide what other business expenses you will have. The CDSA will review and approve each budget and each revision.

Be the employer

After you are enrolled in CDS, you can begin advertising, interviewing and hiring your staff. Your staff has to meet certain requirements, such as employee relationship criteria and criminal background checks, before you hire them.

Receive services from the CDSA

The CDSA can give you more training and support as you need it. The CDSA processes timesheets for your staff, writes their checks, and makes sure taxes and other withholdings have been taken out. The CDSA also pays bills for other approved items or services in your plan. The CDSA provides you and your case manager or service coordinator with regular reports about your budgets and your participation in CDS.