



it's your

# CHOICE

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Consumer Directed Services (CDS) Option

Texas Department of Aging and Disability Services

The goal is to help you stay  
in your own home and community.

# My Choices



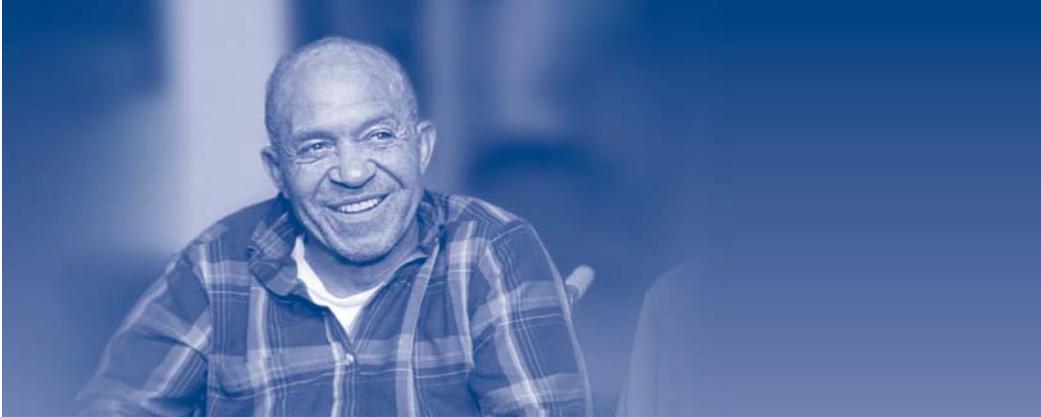
The Texas Department of Aging and Disability Services (DADS) offers people living with disabilities home and community-based services to help them stay as independent as possible. When it comes to managing those services, everyone has different needs. You have a choice about how your services are delivered:

- 1) Consumer Directed Services (CDS) Option
- 2) Provider Agency Option

For each option you have different responsibilities.



*For more information  
on both options, email  
**CDS@dads.state.tx.us** or  
contact your case manager  
or service coordinator.*



## If I choose the Consumer Directed Services Option

For services available in your program, you will:

- Hire and train your own employees (including family, friends or neighbors).
- Decide how much to pay employees, within program rates.
- Make schedules to meet your needs in your home or out in the community.
- Send time sheets to a financial management services agency (FMSA).
- Select an FMSA that will:
  - Provide an overview of the CDS option.
  - Pay your employees.
  - Pay federal and state employer taxes for you.
- If available in your program, you may get additional training if you need it.

Choosing the CDS option allows you more control over your program services if you're able and willing to take some of the responsibility.



## If I choose the Provider Agency Option

Your provider agency will:

- Select, schedule and manage the people paid to help you, with input from you about your needs.
- Set wages and benefits for the people paid to help you.
- Manage time sheets, payroll and employment records.

Choosing the Provider Agency Option allows you to entrust responsibility to an agency for your program services. Your provider agency handles all aspects of services.

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When it comes to managing home and community-based services, everyone has different needs.

# With the Consumer Directed Services (CDS) option

## **I make my decision**

If you want to be the employer, you must understand the responsibilities. Your case manager or service coordinator can give you more information about the CDS option in your program.

## **I tell my case manager or service coordinator**

After you learn more about the CDS option, you will decide if you want to use it.

## **I choose a financial management services agency**

Your case manager or service coordinator will give you a list of financial management services agencies (FMSAs) serving your county.

The financial management services agency you pick will come to your home to tell you more about how to hire your own staff.

The FMSA will explain important forms for hiring your staff.

The FMSA will help you set up budgets from money in your service plan for each service you want to self-direct. You decide how your staff will be paid, within program rates. You will have a little extra money to purchase items (e.g., advertising or fax machine) to help you meet employer responsibilities.

If you, the employer, need help to use the CDS option, you can choose an adult to help you meet your responsibilities. This person is called a designated representative.

If available in your program, you can choose to purchase support consultation from a support advisor to help you learn more about how to meet your employer responsibilities. If you want, your FMSA can provide you with a support advisor.

## I am the employer

After you are enrolled in the CDS option, you can begin advertising, interviewing and hiring your staff. Your staff has to meet certain requirements, such as criminal background checks, before you hire them. Your FMSA will help you with the paperwork.

After you have hired your staff, you will send timesheets to your FMSA. Your FMSA writes the checks to pay your staff. The FMSA makes sure taxes are paid. The FMSA will also pay other bills for approved items or services in your plan. The FMSA provides you and your case manager or service coordinator with regular reports about your budget and your success in the CDS option.

If you decide that a different option may be better for you, you can change your mind. If your needs change, or if you decide you want more or less control and responsibility, you are allowed to move from one option to another.

## With the CDS option, I have a choice

- I have a choice of FMSAs to help me with paying my staff and other financial activities.
- I can choose a designated representative to help me with my responsibilities.
- I can change my choice at any time by contacting my case manager or service coordinator.



# What types of services can I self-direct?

Program name	Types of services that can be self-directed
<b>Community Living Assistance and Support Services (CLASS)</b>	Habilitation services, respite services, nursing, physical therapy, occupational therapy, speech/hearing therapy, support consultation, supported employment, employment assistance and cognitive rehabilitation therapy
<b>State of Texas Access Reform Plus (STAR+PLUS) Health and Human Services Commission (HHSC)</b>	Personal assistance services, respite, nursing, physical therapy, occupational therapy, speech therapy, supported employment, employment assistance and cognitive rehabilitation therapy
<b>Deaf-Blind with Multiple Disabilities (DBMD)</b>	Residential habilitation (less than 24 hours), intervener, respite services, support consultation, supported employment and employment assistance
<b>Home and Community-based Services (HCS)</b>	Supported home living, respite services, support consultation, supported employment, employment assistance, cognitive rehabilitation therapy and nursing
<b>Medically Dependent Children Program (MDCP)</b>	Respite services and Flexible Family Support Services provided by an attendant or a nurse, supported employment and employment assistance
<b>Primary Home Care (PHC), Family Care (FC), Community Attendant Services (CAS)</b>	Personal assistance services
<b>Personal Care Services (PCS) HHSC</b>	Personal assistance services
<b>Texas Home Living (TxHmL)</b>	All services and support consultation

# Who is responsible?

	Consumer Directed Services Option		Provider Agency Option	
	You	FMSA	You	Provider Agency
Recruit potential CDS employees	●			●
Screen potential CDS employees	●			●
Interview potential CDS employees and make selection	●			●
Train CDS employee	●			●
Supervise CDS employee performance	●			●
Evaluate CDS employee performance	●			●
Provide substitute CDS employees within program timelines	●			●
Be the employer of record for hiring and dismissal	●			●
Perform administrative and personnel tasks	●			●
Determine salary and benefits	●			●
Conduct payroll functions		●		●
Conduct individual training and outreach (rights & responsibilities)		●		●
Monitor and manage quality of service	●			●

# It's your choice: how do I make the choice?

How do I decide which option is better for me? What should I consider in making my decision? Deciding how to manage your home services and supports is an important task. The following self-assessment is designed to help you match your needs and abilities to a service delivery option that might be better for you. Your case manager or service coordinator can answer questions to help you understand each option.

Answer some simple questions about your lifestyle and what you like to help you decide which option is better for you.



In the table on the right, just circle one of the statements in each row that describes how you feel. If more than one of the statements in each row seems to apply to you, circle the one that best describes how you feel.

Look at the columns. Are there more circles in one column than the other? If so, you might want to think about choosing that option. Ask your case manager for more information about the option(s) that interest you.



Which choice best describes how you feel about your:	Consumer Directed Services Option	Provider Agency Option
<b>Lifestyle</b>	I have things to do and places to go.	I am a creature of habit.
<b>Decision-making</b>	I am a hands-on decision maker when it comes to how I live my life.	I like to know I can rely on trained professionals to help me make important decisions.
<b>Time and effort</b>	With some training and assistance, I believe I could handle the tasks involved in being an employer – recruiting, hiring, training, supervision and paperwork.	I have enough going on in my life right now, and don't want to manage any additional responsibilities.
<b>Flexibility</b>	I expect the unexpected and can deal with it.	I like the security of knowing there is someone who has a plan to step in if anything goes wrong.
<b>Personal control</b>	I like to know I am in charge of everything that goes on in my life. If that means I have to work a little harder, that's OK with me.	I want things to be the way I like them in my life, but like to count on others to help me when that gets complicated.
<b>Peace of mind</b>	Having control of a situation like in-home care can make a person feel safer than having someone else do it.	I think people who are getting in-home care are safer when professionals are watching out and making sure it's being done right.

# Bobbie chose the CDS option

*"I need home care because of complications from diabetes. When my case manager told me I could manage my own care through **Consumer Directed Services**, I was hesitant because I didn't know if I wanted that responsibility. I found out that it's a lot easier than I thought it would be, and really doesn't take much time. It gives me control over who provides my care – and if the time ever comes when I decide I don't want to be responsible for the management and paperwork, my case manager will help me select another option."*

**Bobbie, 63**



# Josephine chose the provider agency option

*“My husband and I both have health problems that make it difficult to walk and balance. The **Provider Agency Option** really made the most sense for us, because I didn’t want to be responsible for managing attendants or doing paperwork. I suggested that the agency hire and train my neighbor, Maria, to be our attendant, and they did. Our goal is to stay in our home and our community for as long as possible, and we’re happy to have the agency take care of our home care needs for us.”*

**Josephine, 74**





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