Roles and Responsibilities

Service Planning Team/IDT Team
Determines:
- Services required by the individual
- Effective date/Service unit levels
- Goals of services
- Frequency of services
- Individual Plan of Care
- Services needing a back-up plan

Approves:
- Termination of the CDS option
- Back-up Plans

Case Manager:
- Provides overview of service delivery options upon enrollment and annually
- Assists with enrollment in CDS
- Provides information about Support Consultation
- Visit as required by program rules
- Provides service plan and changes to CDSA and employer
- Reviews status reports from CDSA and documents reviews
- Initiates interventions and program case management services
- Convenes the service planning team
- Assists with changes in service delivery option
- Assists with changes in provider agencies
- Notifies CDSA and employer of changes to service plan

Employer (Consumer) or Legally Authorized Representative (LAR)
- Submits applicant documentation and qualifications to CDSA
- Performs criminal conviction/registry checks on prospective employees
- Hires/dismisses employees
- Retains contractors and vendors
- Provides training and supervision to service providers
- Manages service providers
- Submits timesheets, invoices and receipts to the CDSA
- Revises/adjusts budgets as needed with CDSA approval
- Implements interventions and corrective action plans
- Develops a service back-up plan
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CDSA
- Provides initial orientation
- Provides ongoing training and support
- Assists, approves, and validates budgets for funds
- Assists with DPS criminal conviction Hx checks
- Verifies credentials of potential service providers
- Employer agent - handles payroll withholdings, deposits, and reporting, timesheets, receipts, invoices, and pays service providers
- Provides budget status report
- Contacts case manager to report noncompliance with employer responsibilities
- Initiates interventions and corrective action plans
- Can recommend termination of CDS for continued non-compliance
- Provides support consultation if available in program and requested by employer

Support Advisor
Assists employers with:
- Developing skills for training, recruiting, screening, hiring/ dismissing staff
- Developing job descriptions
- Developing skills for effective communication/problem resolution
- Developing/negotiating service agreements with contractors and vendors
- Developing back-up plans
- Developing decision making skills for employer and employment related situations
- Developing and Implementing corrective action plans

Program Provider
- Provides non-CDS services

Roles and Responsibilities

Service Planning Team/IDT Team

Determines:

- Services required by the individual
- Effective date/Service unit levels
- Goals of services
- Frequency of services
- Individual Plan of Care
- Services needing a backup plan

Approves:

- Termination of the CDS option
- Back-up Plans

Case Manager

- Provides overview of service delivery options upon enrollment and annually
- Assists with enrollment in CDS
- Provides information about Support Consultation
- Visits as required by program rules
- Provides service plan and changes to CDSA employer
- Reviews status reports from CDSA and documents reviews
- Initiates interventions and program case management services
- Convenes the service planning team
- Assists with changes in service delivery option
- Assists with changes in provider agencies
- Notifies CDSA and employer of changes to service plan

CDSA (Consumer Directed Services Agency)

- Provides initial orientation
- Provides onging training and support
- Assists, approves, and validates budgets for funds
- Assists with DPS criminal conviction Hx checks
- Verifies credentials of potential service providers
- Employer agency – handles payroll withholdings, deposits, and reporting, timesheets, receipts, invoices, and pays service providers
- Provides budget status report
- Contacts case manager to report noncompliance with employer responsibilities
- Initiates interventions and corrective action plans
- Can recommend termination of CDS for continued non-compliance
- Provides support consultation if available in program and requested by employer

Employer (Consumer) or Legally Authorized Representative (LAR)

- Submits applicant documentation and qualifications to CDSA
- Performs criminal conviction/registry checks on prospective employees
- Hires/dismisses employees
- Retains contractors and vendors
- Provides training and supervision to service providers
- Manages service providers
- Submits timesheets, invoices and receipts to the CDSA
- Revises/adjusts budgets as needed with CDSA approval
- Implements interventions and corrective action plans
- Develops a service back-up plan

Support Advisor

Assists employers with:

- Developing skills for training, recruiting, screening, hiring/dismissing staff
- Developing job descriptions
- Developing skills for effective communication/problem resolution
- Developing/negotiating service agreements with contractors and vendors
- Developing back-up plans
- Developing decision making skills for employer and employment related situations
- Developing and implementing corrective action plans

Program provider

- Provides non-CDS services