



*a division of DSSW and  
LifeSpan Home Health*

## FEBRUARY 2016 NEWSLETTER

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Instructions for Replacement W-2s.

Update on Abuse, Neglect & Exploitation

**IMPORTANT:** HCS & TxHmL consumers

Check the directory on [www.cdsintexas.com](http://www.cdsintexas.com) for new assignments in all departments.

Initial Forms required for new employees

Rule changes on transportation in CLASS, DBMD, HCS and TxHmL programs.

### W-2s and ULTI SELF-SERVE

W-2s were mailed on January 28, 2016. All W-2s were mailed to the employee address on file. If your employee has not received his/her W-2, they may request a duplicate by one of two ways:

**FAST?** By email to [UTM@cdsintexas.com](mailto:UTM@cdsintexas.com). If requesting information by email, we will need the full name of the employee, the employee's email address and last four digits of the social security number. The employee will be given directions to access the Employee Self Serve so that they can access their W-2 online immediately.

**By fax to 877-726-4919.** Information needed: Same information as listed above. If requesting that the W-2 be mailed, we will need the address. If requesting information for online access, we will need the email address.

**SLOW?** Employees requesting a W-2 be mailed to them will need to wait until February 15 to request a replacement. Requests will be mailed every Friday. First replacements will be mailed February 19.

**ONLINE?? FAST**

**SNAIL MAIL?? SLOW**

## ABUSE, NEGLECT & EXPLOITATION WEBINAR

DADS presented a webinar for CDS employers on abuse, neglect & exploitation on September 25. That webinar is now available as a power point or in its original format. The link is:

<http://www.dads.state.tx.us/providers/cds/webinars/index.html>

### DADS ISSUES LETTER TO CONSUMERS ON INVESTIGATION OF ABUSE, NEGLECT & EXPLOITATION

In the December newsletter, we briefed you on new processes for the investigation of abuse, neglect and exploitation in the consumer directed services option. DADS has now issued two information letters describing the sequence of events that will take place if a report of ANE is made. One letter covers PHC and MDCP consumers. The other, CLASS, DBMD, HCS and TxHmL.

Although specific letters have not been issued for managed care or for the PCS program, our assumption is that the process will be much the same.

### IMPORTANT HCS & TxHmL CONSUMERS USING CFC PAS/HAB SERVICES

When the new CFC PAS/HAB services were announced, we all learned about one very important change: Service Providers for PAS/HAB would be allowed to live at the same address as the person receiving services.

**ON MARCH 20, 2016 THIS WILL CHANGE:** The prohibition against anyone living at the same address as the consumer will go back into effect. If you have a HCS or TxHmL employee who lives at the same address as the individual receiving services, you must terminate employment no later than March 20. This letter is in draft format right now. You can locate it on the web at: <http://www.dads.state.tx.us/providers/communications/alerts/alert2118/DRAFTHCSHmLCFCLetterIndividuals.pdf> (see next page)

Although this is a draft letter, it has already been approved by the Medical Care Advisory Committee. It would be extremely unusual for this change to be withdrawn and/or modified.

If you have questions, please speak with your Service Coordinator at your Local Authority (aka: LIDDA).

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### **NEW STAFF AND NEW ASSIGNMENTS IN THE CDS OFFICE**

Due to growth, we have a number of new assignments in the New Hire Department. There have been a few changes in payroll and in service advisor assignments as well. The [www.cdsintexas.com](http://www.cdsintexas.com) website has the most up-to-date Staff Directory. It's posted on the main page – left hand side. If you need the directory mailed to you, please call 866-675-7331, ext. 1693 and leave your name and address.

### **EMPLOYEE FORM CHANGES**

Yes – DADS has made changes to two forms. The new employee application package has been updated and is posted to the main page of our website.

One form change occurred on the Form 1732, which now requires employers to educate employees on the elements of abuse, neglect, and exploitation.

The second change is on the Form 1729, which now contains certification regarding educational requirements for CLASS, DBMD, HCS, MDCP and TxHmL programs and additional certifications for DBMD employees.

### **REMINDER: CLASS AND DBMD EMPLOYEES MUST HAVE FACE-TO-FACE HANDS ON CPR WITH CHOKING PREVENTION**

**BEFORE YOUR NEW EMPLOYEE** can start, we need the forms listed below to clear your employee to work.

- Form 1725 – with clearances conducted by our office
- Form 1728 – Liability Acknowledgement
- Form 1729 – Applicant Verification (which includes CPR for CLASS and DBMD. MDCP will need CPR and First Aid).
- Form 1734 – Certificate of Relationship
- I-9 – Homeland Security Employability Form
- If a licensed nurse, the appropriate Form 1747 to verify nursing license and appropriate supervision if an LVN.

- Any licensed professional: your license number.

These clearances are necessary ***before*** you can offer a new employee position.

**CLASS and DBMB employees must have hands on CPR** which includes choking prevention. MDCP employees need CPR w/ choking prevention and first aid. Online training is acceptable for MDCP only.

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### **TRANSPORTATION IN CLASS, DBMD HCS AND TxHmL**

CFC will not pay for transportation. As your service plan comes up for renewal, please discuss this with your Service Coordinator or Case Manager. If your employee drives you anywhere, you must be sure to get transportation hours added to your IPC.

It is very important when you review your transportation needs, that you list any possible reasons your employee will need to transport you.

The new regulations will require us to review each transportation log. We will not be allowed to approve for payment any time used for transportation that is not listed on your service plan.

For example: If your employee routinely takes you to your doctors' appointments, and you do not include this in your transportation plan, we will not be able to pay for these services.

If transportation is added to your service plan, please remember that you will need to track transportation hours on a separate timesheet. Example: You are on a community outing. Your employee records the time it takes to drive you there on one timesheet. A PAS/HAB timesheet is used to record the PAS/HAB time at the community outing. The transportation timesheet is used again to record the time driving home.

If the employee will be driving you, you must keep a copy of a valid driver's license in the employee's personnel file. If they drive their own car, you will need to maintain proof of liability insurance as well.

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