



*in Texas* a division of DSSW and LifeSpan Home Health

## JUNE 2015 NEWSLETTER

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### COMMUNITY FIRST CHOICE

#### WHO IS AFFECTED?

CLASS – DBMD – HCS - TxHmL

A new state plan program called Community First Choice went into effect on June 1, 2015. It will be implemented as your program year expires. The CFC service will be called CFC PAS/HAB – personal assistance services and habilitation. Your service coordinator or case manager will provide you with all the information you need when your plan year is approaching renewal – or if you have a change in status requiring a revised IPC.

DADS has published two letters. They are available on our website: [www.cdsintexas.com](http://www.cdsintexas.com), or you can email us at [cds-service-advisors@cdsintexas.com](mailto:cds-service-advisors@cdsintexas.com) or call 866-675-7331 and we will send you the letter. It is important that you read this letter.

The good news? Moving from your current habilitation services, supported home living, or community support, will take the cost of these services out of your program ceiling. This means that if you have sacrificed therapies, adaptive aids, or minor home mods in order to have as many

attendant hours as possible, you will now be able to add other services if there is a demonstrable need.

The reimbursement rate is the same. Nothing really changes; it's just that the funds for your attendant care will come out of a different "pocket." Only habilitation, residential habilitation, supported home living, community support, and ERS services will move to CFC.

If you are also receiving PCS, PHC or non-CBA services in addition to CLASS, DBMD, HCS, or TxHmL, these services will be terminated, and you will be evaluated for the need to add these hours to your CFC PAS/HAB authorization.

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### **BEFORE YOUR NEW EMPLOYEE CAN START WORK**

Please remember, we need the forms listed below in order to clear your employee 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, we will need to be able to verify current license.

Please be sure they understand that these clearances are necessary **before** you can offer them a position.

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

**REMEMBER: DO NOT ALLOW YOUR EMPLOYEE TO WORK UNTIL WE HAVE NOTIFIED YOU. IF YOU HAVE NOT HEARD FROM US WITHIN 48 HOURS, PLEASE CALL THE NEW HIRE DEPARTMENT AT 866 675-7331, EXT. 1691**

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## EMPLOYEE APPLICATION MATERIALS

There have been many form changes in the last year – including the Form I-9 and the Form 1725 Criminal History Check. A complete employee application package may be found on our website:

[www.cdsintexas.com](http://www.cdsintexas.com).

### YOU WILL NOT NEED A PASSWORD TO ACCESS

**THESE FORMS.** Please use updated forms. Some old forms we can accept, but others, we are not allowed to accept in the old version.

Remember that you are now required to detail training given to all new employees. You should list all training given, or refer to a specific document to specify training. For example if in the CLASS program: reviewed all tasks listed on the habilitation plan, trained on each specific task, and required employee to demonstrate competence.

If you do not have a service plan to use as a training document, there is a Skills Competency Checklist in our Application Package. You can also email [NewHires@cdsintexas.com](mailto:NewHires@cdsintexas.com) and request the form.

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## OVERTIME

We are still waiting for an Appeals Court ruling on whether employees working more than 40 hours a week must be paid overtime.

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## DSSW OPENS CLASS & DBMD OFFICES IN BEAUMONT, HOUSTON, AND LUBBOCK

Disability Services of the Southwest has opened CLASS and DBMD offices in Beaumont, Houston, and Lubbock. Visit their website for more information: [www.dsswtx.org](http://www.dsswtx.org).

If you are hiring someone who has never worked as a personal assistant, visit the Employment page on the DSSW website. There is a short video on what it means to be an attendant. This short clip is very helpful.

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## DIRECT DEPOSIT OR PAY CARDS

Due to the ever- increasing number of lost checks, we are moving toward use of direct deposit or pay cards only. With our new payday card vendor, we

can make funds available to employees the same day when processing late payroll. If you would like more information, email [Gonzalez@cdsintexas.com](mailto:Gonzalez@cdsintexas.com).

Oh – and they hold drawings every month for cash prizes – and even a car!!

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## HELPFUL CONTACT INFORMATION:

**New Hires:** Fax to: 866-675-7331, ext 1691 or email [NewHires@cdsintexas.com](mailto:NewHires@cdsintexas.com).

Diana Corpus, ext.1627,	letters F, G, I, P
Sue Williams, ext. 1646	letters D, E, R, S
Bella Mainor, ext. 1604	letters N, O, Q, U, X, Z
Erica Miranda, ext. 1631	letters A,,H, V, Y
Liliana Amezcua, ext. 1655	letters C, K, M, W
Sandra Martinez, ext. 1657	letters B, J, L, T

### Service Advisors:

Mary Cantu, ext. 1611	M
Mandy Urby, ext. 1607	E, I, P
Cassie Barnette, ext. 1624	H, J, N
Aaron Lara, ext. 1628	A, L
James Roy, ext. 1653	S
TK Johnson, ext. 1640	O, Q, T, V, W
Diane Lott, ext. 1608	C
Kim Gillum, ext. 1605	B, K, R
Alma Perez, ext. 1612	G
Maria Castro, ext. 1656	D, F
Theotis Griffin, ext. 1616	U, X, Y, Z

### Payroll Specialists:

Deborah Cloud, ext. 1643 (Payroll Supervisor)	H
Erica Rocha	S, X
Ceci Padilla, ext. 1652	A, W
Iris Gonzalez, ext. 1642	K, L, Q
Winnie Muraya, ext. 16113	C, U
Crystal Sanchez, ext. 1621	R
David Ramirez, ext. 1625	F, O, V
Tracy Mata, ext. 1626	G, Y, Z
Elisha Thompson, ext. 1620	M
Gabe Carrillo, ext. 1618	D, E, I
Stefan Privett, ext. 1614	B, N
Sara Harris, ext. 1637	P, T
Coral Duran, ext. 1602	J

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## KNOW YOUR RIGHTS

See our Client Bill of Rights on our website:

[www.cdsintexas.com](http://www.cdsintexas.com) or request from [cds-service-advisors@cdsintexas.com](mailto:cds-service-advisors@cdsintexas.com) or call 1-866-675-7331, ext. 1693.