



in Texas a division of DSSW and
LifeSpan Home Health

JUNE 2016 NEWSLETTER

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RECEIVING SERVICES OUTSIDE THE STATE OF TEXAS

First: MDCP participants in CDS may not receive services when outside the State of Texas.

Anyone else receiving services under the CDS service delivery option may travel outside the state for certain services. Those service include: personal assistance services (including habilitation and intervenor services), out of home respite in an approved camp setting, and nursing (if to a state with a Nurse Licensure Compact with Texas).

IMPORTANT FOR CLASS AND DBMD

DADS has recently issued further clarification and new rules on traveling outside of Texas for CLASS and DBMD. Some of these new rules are summarized below, but it is important that all CLASS and DBMD participants read the entire letter, which is posted on the home page of our website: www.cdsintexas.com.

Summary of new rules: You may not receive services for more than 30 days outside the state. (CLASS 30

days consecutively, DBMD 30 days total during the IPC year.)

Five days before the individual leaves the state, they **must** send written notification to their case manager **and** to CDS in Texas. There are 8 specific topics which must be covered in the notification (9 if using nursing services).

VERY IMPORTANT: If CDS in Texas does not receive the notification, **we are not allowed to pay for services.** Please – be very sure to send us notification which covers all of the information required.

Services which can be provided outside the State:

<u>CLASS</u>	<u>DBMD</u>
Habilitation	residential habilitation
CFC PAS/HAB	out of home respite in a camp setting
Nursing	
out of home respite in a camp setting	

Because of new overtime rules, you must have a written agreement between you and your employee as to what hours will be paid and what will be considered free time for your employee to pursue their own activities. Contact our office if you will need to budget overtime.

HIGH CALL VOLUME

We are experiencing a high call volume. To address that, we are hiring two additional customer service representatives so that all calls can be answered by a live person.

In the interim, we ask that when you call, you leave one message. Please speak your name clearly, the client's name clearly, and the phone number, and give a brief description of the reason for your call.

We will make every effort to return the call within 24 hours. If your call is not returned within 24 hours, please call or email the supervisor of the appropriate department. Let the supervisor know the name of the person who has not returned the call.

New Hires: Keri Cass, ext. 1651, kcass@cdsintexas.com
Payroll: Deborah Cloud, 1643, dcloud@cdsintexas.com
Svc Adv: Emily Gannon, 1622, egannon@cdsintexas.com
Intake: Rene Garcia, 1645, rgarcia@cdsintexas.com

Payroll processing is done in the morning, so all calls to payroll in the morning will go to voice mail.

IMPORTANT HCS & TxHmL CONSUMERS USING CFC PAS/HAB SERVICES

Effective June 1, no HCS or TxHmL consumers should have a provider who is living at the same address.

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

We will not be able to pay these employees for services provided after June 1.

EMPLOYEES SHOULD CHOOSE DIRECT DEPOSIT OR A PAYCARD TO AVOID LOST CHECKS

We are trying to have all employees receive their pay check by either direct deposit or paycard. There are no check cashing fees, no lost checks, and with a paycard, a late timesheet can be paid and the funds deposited to the account that same day.

Every month the number of checks we have to void and reissue increases, due to the U.S. Postal system. Delayed and/or lost paychecks are very bad for your employees. They need to be paid on time.

All employees currently receiving their checks by mail will be getting a letter about this.

These letters will be included with paychecks and will go out in increments over the summer. We hope to have everyone converted to direct deposit or paycards by September.

Currently about 60% of our payroll already goes out through direct deposit or paycards.

STAFF DIRECTORY - CDS OFFICE

See our website for a new staff directory. The 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.

MDCP & PCS CONSUMERS WILL MOVE TO MANAGED CARE NOVEMBER 1, 2016

Watch your mail: In July Maximus, the Medicaid enrollment vendor for managed care, will be mailing out information for most PCS and MDCP consumers. You will need to choose a managed care organization to provide your long term care. If you do not choose, HHSC will assign you to one.

The Department of Health and Human Services has set up a new program to support this called **STAR Kids**. There are ten managed care organizations that will be providing services in STAR Kids. The state has been divided into 13 different sections, and you will have at least two different MCOs from which to choose.

Visit our newest website: www.starkidstx.com for more information. (site will be active by July 15)

CDS in Texas is contracted with all ten managed care organizations for STAR Kids services, as is our parent company LifeSpan Home Health.

In August, you will be asked to choose a FMS Agency. To continue to receive uninterrupted services with us, just give the Service Coordinator our name. If, for any reason, the Service Coordinator says we are not an approved provider, please contact us immediately so that we can have the error corrected.

Who will **not** be affected? Children in foster care receiving PCS services. These children will stay with their current MCO.

Young adults who are close to their 21st birthday and will be aging out of programs for children under 21. In this case, depending on when the child will turn 21, they may be enrolled directly into STAR+PLUS to avoid having to go through multiple assessments.

BEFORE YOUR NEW EMPLOYEE CAN START

Before your new employee can start, we must have the forms listed below to clear your employee to work.

- Form 1725 – with clearances conducted by us.
- 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 nurse, the appropriate Form 1747 to verify nursing license and supervision of an LVN.

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.
