

# Consumer Directed Services



"When my case manager told me I could manage my own care through Consumer Directed Services, 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, CDS Employer*



**You have choices.**



## Need Additional Help?

For more information, ask your service coordinator or case manager, or visit [hhs.texas.gov/cds](https://hhs.texas.gov/cds)

For specific questions,  
email [CDS@hhsc.state.texas.us](mailto:CDS@hhsc.state.texas.us)

In Texas, many people use long-term services and supports to receive help with daily activities in their home or community. The CDS option is a way to receive services instead of using a provider agency.

You or your representative will become the employer and your employees are the people providing your services. This allows you to make important decisions about your services.



*With the CDS option, you receive the same services and continue to work with your assigned service coordinator or case manager.*



**You have options.**



## What are the benefits of the CDS option?

You or your representative can decide how and when you receive services. Following the rules of your program, you may choose to hire an eligible family member or someone you know.

In the CDS option, you will:

- Hire your employees
- Set employee schedules
- Assign employee duties
- Train employees on how you want tasks completed
- Decide how much to pay your employees

## What are the responsibilities of the CDS employer?

You or your representative will be responsible for keeping track of the budget for your services. The budget is based on your annual service plan and HHSC has budget workbooks to help you. You will also be responsible for overseeing your employees.

Other responsibilities include:

- Hiring and training employees
- Overseeing employees and approving their timesheets
- Evaluating employees' performance
- Keeping copies of CDS forms and your employees' timesheets

## What supports are available to the CDS employer?

These supports are:

**Financial Management Service Agency:** You will choose an FMSA to provide ongoing training and support to help with your employer responsibilities. Your FMSA will also pay your employees based on your budget and file taxes.

**Designated Representative:** If you need help performing any of your employer responsibilities, you can choose a DR. Your DR completes specific tasks for you. For example, if you want to train employees and set their schedules but need help keeping track of your budget, your DR can do that for you.

**Support Consultation:** If you, your legally authorized representative, or your DR need extra training to manage your employer duties, you can hire a support advisor to help you.

**Service Coordinator or Case Manager:** Your program service coordinator or case manager leads your service planning team. They can help you enroll in the CDS option and leave the CDS option.

## Who can be hired to provide services?

As the CDS employer, you choose who to hire as your employee, following your program's rules and CDS rules. For example, someone you want to hire must pass a criminal history check before they can be hired.

## Is it possible to leave the CDS option?

**Yes.** You can decide at any time to leave the CDS option and go back to receiving services through a provider agency. Your service coordinator or case manager can help you move back to a provider agency at any time.

The CDS option is available in these Medicaid long-term services and supports programs:

- Community Living Assistance and Support Services (CLASS)
- STAR Health MDCP
- Consumer Managed Personal Attendant Services (CMPAS)
- STAR Kids
- Deaf Blind with Multiple Disabilities (DBMD)
- STAR Kids MDCP
- Home and Community-based Services (HCS)
- STAR+PLUS
- Primary Home Care (PHC), Family Care (FC), and Community Attendant Services (CAS)
- STAR+PLUS HCBS
- Texas Home Living (TxHmL)

# Consumer Directed Services

You have choices.

In Texas, many people use long-term services and supports to receive help with daily activities in their home or community. The CDS option is a way to receive services instead of using a provider agency.

You or your representative will become the employer and your employees are the people providing your services. This allows you to make important decisions about your services.

With the CDS option, you receive the same services and continue to work with your assigned service coordinator or case manager.

You have options.

## **What are the benefits of the CDS option?**

You or your representative can decide how and when you receive services. Following the rules of your program, you may choose to hire an eligible family member or someone you know.

In the CDS option, you will:

- Hire your employees
- Set employee schedules
- Assign employee duties
- Train employees on how you want tasks completed
- Decide how much to pay your employees

## **What are the responsibilities of the CDS employer?**

You or your representative will be responsible for keeping track of the budget for your services. The budget is based on your annual service plan and HHSC has budget workbooks to help you. You will also be responsible for overseeing your employees.

Other responsibilities include:

- Hiring and training employees
- Overseeing employees and approving their timesheets
- Evaluating employees' performance
- Keeping copies of CDS forms and your employees' timesheets

## What supports are available to the CDS employer?

These supports are:

**Financial Management Service Agency:** You will choose an FMSA to provide ongoing training and support to help with your employer responsibilities. Your FMSA will also pay your employees based on your budget and file taxes.

**Designated Representative:** If you need help performing any of your employer responsibilities, you can choose a DR. Your DR completes specific tasks for you. For example, if you want to train employees and set their schedules but need help keeping track of your budget, your DR can do that for you.

**Support Consultation:** If you, your legally authorized representative, or your DR need extra training to manage your employer duties, you can hire a support advisor to help you.

**Service Coordinator or Case Manager:** Your program service coordinator or case manager leads your service planning team. They can help you enroll in the CDS option and leave the CDS option.

## Who can be hired to provide services?

As the CDS employer, you choose who to hire as your employee, following your program's rules and CDS rules. For example, someone you want to hire must pass a criminal history check before they can be hired.

## Is it possible to leave the CDS option?

Yes. You can decide at any time to leave the CDS option and go back to receiving services through a provider agency. Your service coordinator or case manager can help you move back to a provider agency at any time.

The CDS option is available in these Medicaid long-term services and supports programs:

- Community Living Assistance and Support Services (CLASS)
- STAR Health MDCP
- Consumer Managed Personal Attendant Services (CMPAS)
- STAR Kids
- Deaf Blind with Multiple Disabilities (DBMD)
- STAR Kids MDCP
- Home and Community-based Services (HCS)
- STAR+PLUS
- Primary Home Care (PHC), Family Care (FC), and Community Attendant Services (CAS)
- STAR+PLUS HCBS
- Texas Home Living (TxHmL)

“When my case manager told me I could manage my own care through Consumer Directed Services, 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, CDS Employer

## **Need Additional Help?**

For more information, ask your service coordinator or case manager, or visit [hhs.texas.gov/cds](https://hhs.texas.gov/cds)

For specific questions, email [CDS@hhsc.state.texas.us](mailto:CDS@hhsc.state.texas.us)