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CTD Coalition of Texans with Disabilities

Consumer Directed Services Division

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[www.TXDisabilities.org/
CDS-Division](http://www.TXDisabilities.org/CDS-Division)

You're the Boss! CTD/ CDS Division is your Agent!



A Financial Management Services Agency (FMSA) allows Medicaid STAR+ recipients to hire and manage the people who will provide their attendant services.

This program is overseen by the Department of Aging and Disability Services (DADS) and the Health and Human Services Commission (HHSC).

CTD/ CDS Division is an FMSA that empowers people to make their own decisions related to the delivery of personal assistance and respite services.

Contact us!

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Visit us online:

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CTD/ CDS Division

CTD/ CDS Division gives you greater control over your employees, schedule, and life. The flexibility of the CDS option allows you to recruit, employ, and train the attendant(s) of your choice. As a CTD/ CDS Division client, you will:

- Be the employer of record for your employees
- Hire, train, supervise, and if necessary, dismiss employees
- Have access to trained administrative staff to assist you throughout your participation

As your FMSA, CTD/ CDS Division will act as your fiscal management agent, providing you with the following services:

- Initial in-home/ in-office orientation
- Training on how to complete employee paperwork
- Assistance with setting and adjusting your annual budget
- Preparation and filing of required state and federal tax forms and reports
- Processing of all payroll functions
- Performance of criminal background checks
- Sample job descriptions for hiring your own attendants
- Ongoing training and support for employer-related responsibilities

Client Testimonials:

"After using a standard agency, we realized we could not get the kind of help that my mom needed. CTD came over to enroll my mother and we were up and running in no time. Now she is getting the quality care she needs."

"With CTD as our FMSA my sister is now the caregiver for our mother. Mom is happy to be with someone who loves her and wants to spend time with her, and my sister is able to earn an income while helping her. Our mother is smiling again for the first time in years and her health is improving! This is a win-win situation for all of us."

Frequently Asked Questions

Who is eligible for CDS?

Medicaid recipients enrolled in the STAR+ and STAR Kids programs in certain counties (see right) are eligible.

How will I find people to hire?

CTD/ CDS Division will provide you with sample job descriptions that you may use to place employment ads. You can also ask friends, family, and neighbors that may be interested in working for you.

How many attendants can I have?

CTD/ CDS Division allows you to have as many attendants as you like, as long as you stay within your allotted service hours.

If my attendant is unavailable, do you send a backup?

No. CTD/ CDS Division is not a home health agency. As the employer, you are responsible for coordinating attendant schedules, including backup care.

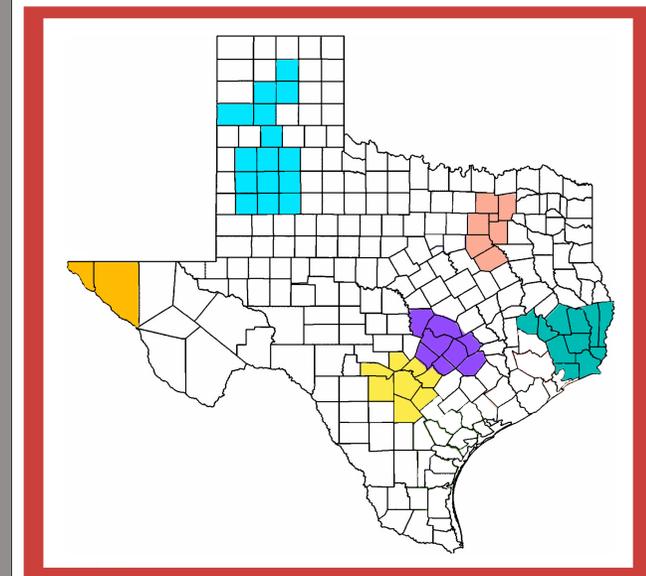
How do I sign up?

Step one: Contact your current service coordinator at your health maintenance organization (HMO) and tell them that you want CTD/ CDS Division to be your Financial Management Services Agency.

Step two: CTD/ CDS Division will contact you for a home/ in-office orientation, during which we will answer all of your questions and guide you through all of the necessary forms within the application packet.

Step three: After processing the application packet (usually within 1 week) CTD/ CDS Division will contact your service coordinator at your HMO for service approval and start date.

CTD/ CDS Division Service Area



Bexar area: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, Wilson

Dallas area: Collin, Dallas, Ellis, Hunt, Kauffman, Navarro, Rockwall, Tarrant

El Paso area: El Paso, Hudspeth

Jefferson area: Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Polk, San Jacinto, Tyler, Walker

Lubbock area: Carson, Crosby, Deaf Smith, Floyd, Garza, Hale, Hockley, Hutchinson, Lamb, Lubbock, Lynn, Potter, Randall, Swisher, Terry

Travis area: Bastrop, Burnet, Caldwell, Fayette, Lee, Hays, Travis, Williamson