Roles and Responsibilities

Case Manager: Service Planning Team/IDT Team Provides overview of service delivery options upon enrollment and Determines: annually Services required by the individual Assists with enrollment in CDS Effective date/Service unit levels Provides information about Support Consultation Goals of services Visit as required by program rules Frequency of services Provides service plan and changes to CDSA and employer Individual Plan of Care Reviews status reports from CDSA and documents reviews Services needing a back-up plan Initiates interventions and program case management services Approves: Convenes the service planning team Termination of the CDS option Assists with changes in service delivery option Back-up Plans Assists with changes in provider agencies Notifies CDSA and employer of changes to service plan Employer (Consumer) or Legally Authorized Representative Submits applicant documentation and qualifications to CDSA Performs criminal conviction/registry checks on prospective Provides initial orientation Support Advisor employees Provides ongoing training and Assists employers with: Hires/dismisses employees Developing skills for training, Retains contractors and vendors Assists, approves, and validates recruiting, screening, hiring/ Provides training and supervision to service providers budgets for funds dismissing staff Manages service providers Assists with DPS criminal conviction Developing job descriptions Submits timesheets, invoices and receipts to the CDSA Developing skills for effective Revises/adjusts budgets as needed with CDSA approval Verifies credentials of potential communication/problem resolution Implements interventions and corrective action plans service providers Developing/negotiating service Develops a service back-up plan Employer agent - handles payroll agreements with contractors and withholdings, deposits, and reporting, vendors timesheets, receipts, invoices, and Developing back-up plans pays service providers Developing decision making skills for Provides budget status report employer and employment related Contacts case manager to report noncompliance with employer Developing and Implementing responsibilities corrective action plans Initiates interventions and corrective action plans Can recommend termination of CDS Program Provider for continued non-compliance Provides non-CDS services Provides support consultation if available in program and requested

by employer

Roles and Responsibilities

Service Planning Team/IDT Team

Determines:

- Services required by the individual
- Effective date/Service unit levels
- Goals of services
- Frequency of services
- Individual Plan of Care
- Services needing a backup plan

Approves:

- Termination of the CDS option
- Back-up Plans

Case Manager

- Provides overview of service delivery options upon enrollment and annually
- Assists with enrollment in CDS
- Provides information about Support Consultation
- Visits as required by program rules
- Provides service plan and changes to CDSA employer
- Reviews status reports from CDSA and documents reviews
- Initiates interventions and program case management services
- Convenes the service planning team
- Assists with changes in service delivery option
- Assists with changes in provider agencies
- Notifies CDSA and employer of changes to service plan

CDSA (Consumer Directed Services Agency)

- Provides initial orientation
- Provides onging training and support
- Assists, approves, and validates budgets for funds
- Assists with DPS criminal conviction Hx checks
- Verifies credentials of potential service providers
- Employer agency handles payroll withholdings, deposits, and reporting, timesheets, receipts, invoices, and pays service providers
- Provides budget status report
- Contacts case manager to report noncompliance with employer responsibilities
- Initiates interventions and corrective action plans
- Can recommend termination of CDS for continued non-compliance
- Provides support consultation if available in program and requested by employer

Employer (Consumer) or Legally Authorized Representative (LAR)

- Submits applicant documentation and qualifications to CDSA
- Performs criminal conviction/registry checks on prospective employees
- Hires/dismisses employees
- Retains contractors and vendors
- Provides training and supervision to service providers
- Manages service providers
- Submits timesheets, invoices and receipts to the CDSA
- Revises/adjusts budgets as needed with CDSA approval
- Implements interventions and corrective action plans
- Develops a service back-up plan

Support Advisor

Assists employers with:

- Developing skills for training, recruiting, screening, hiring/dismissing staff
- Developing job descriptions
- Developing skills for effective communication/problem resolution
- Developing/negotiating service agreements with contractors and vendors
- Developing back-up plans
- Developing decision making skills for employer and employment related situations
- Developing and implementing corrective action plans

Program provider

• Provides non-CDS services