

CDS IN TEXAS
DISABILITY SERVICES OF THE SOUTHWEST / LifeSpan Home Health
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Directory

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GENERAL MAILBOXES:

- Timesheets can be scanned and emailed to: cds@cdsintexas.com.
- Employee application forms can be scanned and emailed to NewHires@cdsintexas.com.
- Annual evaluations, license renewals, CPR certifications, changes in pay rates, and employee terminations can be scanned and emailed to EmployeeUpdates@cdsintexas.com
- Signed budgets, miscellaneous requests for information, changes in service plans, etc. can be scanned and emailed to CDS-Service-Advisors@cdsintexas.com.
- Reimbursement requests and receipts to AccountsPayable@cdsintexas.com
- Access to your payroll records: UTM@cdsintexas.com

FAX LINES:

New Hire Paperwork, CPR renewals, annual evaluations & Requests for Reimbursement 877-726-4919 or 210-785-3479

TIMESHEETS, BUDGETS, ALL OTHER PAPERWORK:

A	877-726-4910 210-785-3470	B	877-726-0183 210-733-3068	C	877-726-4911 210-785-3471	D	877-726-0184 210-733-3069
E	877-726-0185 210-733-3073	F	877-726-4912 210-785-3472	G	877-726-0186 210-733-3074	H	877-726-4913 210-785-3473
I	877-726-0187 210-733-3102	J	877-726-0188 210-733-3103	K	877-726-0189 210-733-3105	L	877-726-0190 210-733-3108
M	877-726-4915 210-785-3475	N	877-726-4914 210-785-3474	O	877-726-0191 210-733-3109	P	877-726-0192 210-733-3112
Q	877-726-5893 210-733-3115	R	877-726-4916 210-785-3476	S	877-726-5894 210-733-3116	T	877-726-4918 210-785-3478
U	877-726-5895 210-733-3117	V	877-726-5896 210-733-3119	W	877-726-4917 210-785-3477	X,Y,Z	877-726-5897 210-733-3124

Alternate numbers: If above numbers are not working: **866-301-1182 or 866-462-6671 or 877-812-3789**

Complaints

It is your right to register a complaint if you are dissatisfied with the service you receive. To do so, visit <http://www.dads.state.tx.us/services/crs/index.html> or call 1 800 458 9858.

Know your rights! Visit our website for a complete copy of your rights or request it from your service advisor
 Abuse / Neglect / Exploitation

We all have a responsibility to report abuse, neglect or exploitation. If an emergency call 911. To report on line, go to: <http://www.txabusehotline.org/Login/Default.aspx>. To report by phone call the Texas Abuse Hotline at 1-800-252-5400
 Fraud, Waste or Abuse

You can report suspected fraud, waste, or abuse in Texas Health and Human Services programs by filling out a report at: <http://oig.hhsc.state.tx.us/oigportal/tabid/86/ShowArticle/mid/20/Default.aspx>