

**CDS IN TEXAS**  
**DISABILITY SERVICES OF THE SOUTHWEST / LifeSpan Home Health**  
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**GENERAL MAILBOXES:**

- Timesheets can be scanned and emailed to: [cds@cdsintexas.com](mailto:cds@cdsintexas.com).
- Employee application forms can be scanned and emailed to [NewHires@cdsintexas.com](mailto: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](mailto: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](mailto:CDS-Service-Advisors@cdsintexas.com).
- Reimbursement requests and receipts to [AccountsPayable@cdsintexas.com](mailto:AccountsPayable@cdsintexas.com)
- Access to your payroll records: [UTM@cdsintexas.com](mailto:UTM@cdsintexas.com)

**FAX LINES:**

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**TIMESHEETS, BUDGETS, ALL OTHER PAPERWORK:**

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**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>**