



*in Texas* a division of DSSW and  
LifeSpan Home Health

## DECEMBER 2016 NEWSLETTER

### CONTENTS:

#### End of year details:

**W-2s – we need valid addresses. New W-4 will be needed for employees claiming exemption from federal taxes. Employees can get W-2 on line!**

**Employees should choose direct deposit or a paycard.**

**Check the website at [www.cdsintexas.com](http://www.cdsintexas.com) for the newest staff directory and 2017 Payday Schedule.**

**New Hire Documentation – An update.**

**RN Supervision. We are excited to announce that CDS will be able to provide RN Supervision for CDS participants who are self-directing their nursing care if the CDS employer does not have an RN to provide that service.**

**Update on STAR Kids.**

### END OF YEAR DETAILS

If your employee moved during 2016, ask them to submit by fax or email a change of address. They need to include the name of the employer, their name, the old address and the new address. Fax to 877 726 4919 or email to [NewHires@cdsintexas.com](mailto:NewHires@cdsintexas.com).

For employees to **receive the W-2 on line**, they should access UltiPro. Click on the new Menu button on the upper left hand side. Find the “Pay” category from the dropdown menu and select “W-2.” On the right hand side, under “Things I Can Do” select “Change W-2 consent form.” Then select the paperless option. Access to the W-2 will be available as soon as it is released, rather than having to wait for a mailed copy.

**If your employee claimed exemption from federal taxes on their W-4 in 2016, they will need to submit a new W-4 for 2017.** If we do not receive an updated W-4, their tax rate will automatically convert to “single” status with “0” deductions per IRS regulations. The 2017 W-4 will not be released by the IRS until sometime in February, so the employee should use the 2016 form, cross out 2016 and write in 2017.

HHSC has asked us to remind **STAR+PLUS members to make sure that the Social Security Administration has your correct address.** An individual with SSI can verify their address or provide an update by calling the SSA at 1-800-772-1213 or by contacting a local SSA office by phone or in person. To find a local SSA office, an individual can go to <https://secure.ssa.gov/ICON/main.jsp>.

**TIGHT HOLIDAY PAYROLLS:** Please be sure to get your timesheets in on time December 16 and January 1.

Keep in mind that we are sorting timesheets the first two days, so it is not until the third day that we can tell you whether we are missing your timesheet. If we can verify that we received your fax or email, it will be processed as quickly as possible. **Faxes:** You can assist by keeping track of the date and time you faxed your timesheet and the number from which you faxed it and the number to which you sent it. For **emails**, we just need the date and the email address of the sender and the email address to which you sent the timesheet.

If sending more than one page, please let us know how many pages were sent and the names of the employees.

We have implemented a new way of tracking incoming calls. Our client support representatives who are now answering the phone will be taking messages and emailing payroll staff. Payroll staff will return calls by the end of the day. We will be able to track what happened with your phone call. We hope this will greatly improve response times.

### 2017 PAYDAY SCHEDULE - NEW TIMESHEET

The 2017 Payday Schedule has been posted on the CDS website: [www.cdsintexas.com](http://www.cdsintexas.com). If you cannot access the schedule, call the office and leave a message on ext. 1691, or email: [NewHires@cdsintexas.com](mailto:NewHires@cdsintexas.com).

A new timesheet is also available. We have tried to give you a little more space and make it a little easier

to use. It is available in two formats: The first, is in pdf format. The second is interactive, and if you keep it on your computer, it will allow you to choose to auto-fill the payroll dates, auto-add the hours worked, and give you dropdown boxes for the selection of program and service types. The two formats are loaded separately on our website.

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### NEW EMPLOYEE PAPERWORK

We have made a number of changes in the New Hires Department to make it both quicker and easier to get your new employee qualified to work.

Keep in mind that we need the first five documents listed in the application package in order to determine your potential employee's eligibility to work. However, if you want to send in the complete application package, please do. That actually makes it easier for us, and improves our ability to get your new employee entered into the payroll system so payroll is not delayed.

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### EMPLOYEES SHOULD CHOOSE DIRECT DEPOSIT OR A PAYCARD TO AVOID LOST CHECKS

We are trying to have all employees receive their pay check by either direct deposit or paycard. There are no check cashing fees, no lost checks, and with a paycard, a late timesheet can be paid and the funds deposited to the account that same day.

Every month the number of checks we have to void and reissue increases, due to the U.S. Postal system. Delayed and/or lost paychecks are very bad for your employees. They need to be paid on time.

Employees who report a lost check will be asked to move to direct deposit or the paycard option

Currently about 80% of our payroll already goes out through direct deposit or paycards.

Direct Deposit and Pay Card forms are on the main page of our website on the left hand side.

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### CDS in Texas Will Be Able to Help Employers with RN Supervision

Many of our CDS employers have had to return to agency option because they have been unable to find an RN to provide supervision to their LVN. We are excited to announce that our sister company – LifeSpan Home Health - will be able to provide RN

Supervision for CDS participants who are self-directing their nursing care if the CDS employer does not have an RN to provide that service.

The RN can also prepare the nursing assessment and Plan of Care if needed by your program (CLASS, HCS, TxHmL and STAR+PLUS). Contact your service advisor for more information if you are interested.

Cost for RN supervision will be budgeted out of LVN funds, which is HHSC policy. Costs for Nursing Assessments and Plans of Care are normally budgeted separately in the annual Service Plan.

This service will only be available in Bexar County initially. We plan to expand to other areas of the state.

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### MDCP & PCS CONSUMERS MOVED TO MANAGED CARE NOVEMBER 1, 2016

MDCP and PCS participants were officially enrolled in **STAR Kids** on November 1. The ten managed care organizations have already started making home visits and issuing new authorizations.

Visit our newest website: [www.starkidstx.com](http://www.starkidstx.com) for more information.

CDS in Texas is contracted with all ten managed care organizations for STAR Kids services, as is our parent company LifeSpan Home Health. CDS in Texas may be listed under its full name: Consumer Directed Services in Texas.

Who will **not** be affected? Children in foster care receiving PCS services. These children will stay with their current MCO.

Young adults who are close to their 21<sup>st</sup> birthday and will be aging out of programs for children under 21. In this case, depending on when the child will turn 21, they may be enrolled directly into STAR+PLUS to avoid having to go through multiple assessments.

There are a few other exceptions, such as children who are in the process of being adopted.

**Very important:** In managed care, it is essential that you let your service coordinator know of address or phone number changes. **It is also essential** that you let them know immediately if Medicaid eligibility is lost. In STAR Kids, **you may be able to continue services** while you appeal the loss of Medicaid. However, there are very rigid timelines that must be followed.

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**CDS in TEXAS / DISABILITY SERVICES OF THE SOUTHWEST/LIFE SPAN HOME HEALTH**  
**CDS PAYDAY SCHEDULE 2017**

Payroll is on the 11th and 25th of the month unless that date falls on a holiday or weekend in which case it will be the first business day prior to payday

Pay Period	Payroll Start Date	Payroll End Date	Employee Payday
1	12/16/16	12/31/16	01/11/17
2	01/01/17	01/15/17	01/25/17
3	01/16/17	01/31/17	02/10/17
4	02/01/17	02/15/17	02/24/17
5	02/16/17	02/28/17	03/10/17
6	03/01/17	03/15/17	03/24/17
7	03/16/17	03/31/17	04/11/17
8	04/01/17	04/15/17	04/25/17
9	04/16/17	04/30/17	05/11/17
10	05/01/17	05/15/17	05/25/17
11	05/16/17	05/31/17	06/09/17
12	06/01/17	06/15/17	06/23/17
13	06/16/17	06/30/17	07/11/17
14	07/01/17	07/15/17	07/25/17
15	07/16/17	07/31/17	08/11/17
16	08/01/17	08/15/17	08/25/17
17	08/16/17	08/31/17	09/11/17
18	09/01/17	09/15/17	09/25/17
19	09/16/17	09/30/17	10/11/17
20	10/01/17	10/15/17	10/25/17
21	10/16/17	10/31/17	11/09/17
22	11/01/17	11/15/17	11/24/17
23	11/16/17	11/30/17	12/11/17
24	12/01/17	12/15/17	12/22/17
1	12/16/17	12/31/17	01/11/18

Signed timesheets can be scanned and emailed to : [cds@cdsintexas.com](mailto:cds@cdsintexas.com)

All timesheets are due by 5 PM following last day of the pay period. In other words if the last day of payroll is the 15th, timesheets are due by 5 PM on the 16th.

>>> TIMESHEETS ARE DUE ON THE 1ST AND 16th EVEN IF IT IS A WEEKEND OR HOLIDAY - THANKS <<<

PLEASE DO NOT TRY TO CASH YOUR CHECKS EARLY

Our bank receives a list of approved checks on payday. Any checks cashed prior to the actual payroll date will be returned. Your employee will incur expensive bank charges

PLEASE USE THE FAX NUMBER THAT CORRESPONDS TO CONSUMER'S LAST NAME

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

New Hire Paperwork & Requests for reimbursement 877 - 726 - 4919 or 210 - 785 - 3479