TEXAS Health and Human Services

Form 1586
December 2013-E

Acknowledgement of Information Regarding Support Consultation Services in the Consumer Directed Services (CDS) Option

Support Consultation Services

Support Consultation Services are only available to individuals participating in certain programs offering the CDS option. It is an optional service. An individual's service planning team may recommend that an individual access the service when the employer (the individual or legally authorized representative (LAR)) or the designated representative (DR) would benefit from additional support with employer responsibilities.

Support Consultation Services must not duplicate or replace services to be delivered through a case manager, a service coordinator, the Financial Management Services Agency (FMSA) or other sources. A support advisor provides skills-specific training, assistance and supports to the employer or the employer's designated representative (DR) to meet responsibilities of the CDS option.

Support Advisor

Support Consultation Services are delivered by a support advisor. A support advisor must be certified by the Texas Department of Aging and Disability Services (DADS).

A support advisor must meet the eligibility requirements and provide services in accordance with Subchapter F, Support Consultation Services and Support Advisor Responsibilities, of the Texas Administrative Code (TAC), Title 40, Part 1, Chapter 41, Consumer Directed Services Option.

Examples of services a support advisor may provide include training related to recruiting and screening applicants for employment and verifying employment eligibility; assistance with developing job descriptions; coaching on problem solving and coordinating employee management activities; training on developing and implementing service backup and corrective action plans; and coaching on handling other employer responsibilities.

Payment for Support Consultation Services

Support Consultation Services are paid through a portion of the funds available in the unit rate of the employee-based services allocated in the individual's service plan or care plan. No more than 10% of the unit rate may be budgeted for **Employer Support Services**, which includes Employer-Related Expenses, Employment-Related Expenses and Support Consultation Services. Of that 10%, no more than $600 per year, or $50 per month, may be budgeted for:

- Employer-Related Expenses
  Examples: Basic fax machine; mailing and copying costs; and other costs allowed in the individual's program.
- Employment-Related Expenses
  Examples: Recruiting and advertising, criminal conviction history checks, employee training, Hepatitis B vaccinations and other costs allowed in the individual's program.

After employer- and employment-related expenses up to $600 are budgeted, funds remaining from the 10% may be used for Support Consultation Services.

Any of the 10% not budgeted to Employer Support Services must be budgeted into compensation (hourly wages and benefits) for employees. The FMSA assists the employer or DR to budget funds allocated in the individual's service plan or care plan to determine the available funds for each of these cost areas.

Acknowledgement Related to Support Consultation Services

Signature - Individual/LAR	Relationship of LAR to the Individual Receiving Services	Date

Signature - Case Manager/Service Coordinator	Date