Consumer-Directed Services

in Virginia's Mental Retardation and Developmental Disabilities Waivers

Module 2: How Do CD Services Work?

My CASE MANAGER...



- ✓ Helps me write my plan of care (Consumer Service Plan, CSP).
- ☑ Tells me about agency-directed and consumer-directed services.
- ☑ Helps me find a CD services facilitator.
- Sends in my paperwork.
- Makes sure I get the supports and services I need from my plan of care.

My case manager is ____

My case manager's phone number is _____

My CD SERVICES FACILITATOR...

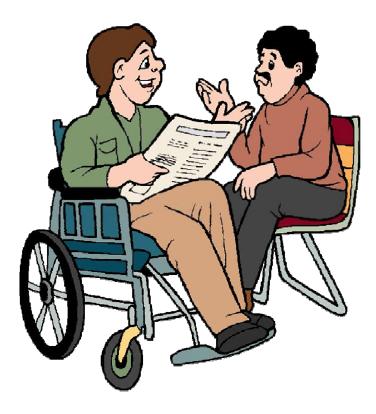


- ☑ Makes sure I get the supports I need and sees that they are on my plan of care.
- ✓ Trains me to be a good employer.
- Helps me advertise for, hire, train, supervise, and maybe fire my consumer-directed employees if I need help.
- **☑** Helps me do criminal records checks.
- ✓ Helps me with plans and paperwork.

My CD services facilitator is ____

My CD services facilitator's phone number is _____

I am responsible for...



- **☑** Writing a job description.
- ✓ Telling my employees what to do and how to do it.
- ☑ Checking timesheets to make sure they are right, signing them, and sending them in to the fiscal agent.

I am the employer.

My FISCAL AGENT...



Pays my consumer-directed employees.

Helps me make sure my consumer-directed employees' hiring and payroll forms are correct.