

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.**