



Consumer Directed Services
Appointment of a Designated Representative

Individual's Name, Medicaid No., Employer's Name, Relationship of Employer to Individual Receiving Services: Self, Court-Appointed Guardian, Parent of a Minor, Other Legally Authorized Representative [LAR]

Any previous appointment of a designated representative (DR) is revoked upon the effective date of this appointment.

Initial or Change

Designated Representative:

Employer:

Printed Name, Signature, Social Security No., Date of Birth, Date, Relationship to Individual, Relationship to DR

Department rules [Texas Administrative Code Chapter 41, Consumer Directed Services (CDS), Section 41.205] require the CDS employer who is appointing a designated representative, who is a non-relative, to obtain information needed to request that the financial management services agency (FMSA) run a criminal conviction check using the Department of Public Safety public website.

The designated representative (DR), who is a non-relative, is ineligible to participate in the CDS option if he or she has been convicted of an offense under Chapter 32 of the Penal Code or an offense barring employment as listed in the Texas Health and Safety Code, Section 250.006(a) and (b).

ACKNOWLEDGEMENT:

By signing this form, the designated representative grants permission for the FMSA to obtain the criminal conviction check.

Date of DPS Check, Time, Obtained By, Conventions: Yes/No, If yes, does the conviction(s) prohibit service delivery or is the person serving as a DR in compliance with Health and Safety Code Chapter 250 or other eligibility requirements? Yes/No

The person named below, a willing adult 18 years or older, has agreed by signature to serve as the DR for the employer.

The effective date of this designation is

The DR is appointed to perform the following employer responsibilities:

- Assist with using Electronic Visit Verification (EVV) for programs and services as required under the Federal 21st Century Cures Act and the Texas Government Code
Develop and put in place a service backup plan for each critical service as identified by the Service Planning Team
Find and hire employees and other service providers
Train and manage employees and service providers
Obtain permission from potential employees to conduct a criminal history and registry check
Complete and submit new hire packets for new employees to the FMSA for processing
Keep records of service delivery, including service logs, and personnel files
Review, submit and approve time entries and service delivery invoices or receipts for employer-related expenses
Assist with developing a corrective action plan (CAP) if one is requested by the FMSA or case manager
Other or additional responsibilities as listed in the box below

Additional Responsibilities

The DR may not perform the following employer responsibilities as indicated in the box below:

Designated Representative:

Printed Name _____

Signature _____

Date _____

Employer:

Printed Name _____

Signature _____

Date _____

Designated Representative Contact Data

Name: _____

Address: _____

Phone: _____

Alternate phone: _____

Email address: _____