



May 15, 2015

Dear CDS Employer,

In an effort to maintain compliance with DADS, there are a couple of items we need to bring to your attention and get action on.

1. Annual Employee Evaluations

As the CDS employer, you are required to have an annual evaluation for each employee and to use DADS Form 1732 *Management and Training of a Service Provider* to document the evaluation.

Tips: Use a separate form for every employee. New employees, employees who have not worked a full year, and full time or part time employees must be evaluated. Both the employee, and you as the employer, need to sign the Form 1732.

Below is a list of your employees. If they are no longer in your employment then do not complete the evaluation but rather inform let BJ Fulcher (HCS) or Sherry Newlin (TxHmLiving) so they can be removed from the payroll roster.

_____	_____
_____	_____

Once the evaluation(s) are completed fax or scan/email with your next timesheets. The evaluations will be saved for the next DADS audit.

2. Guardianship Documentation

If you are the legal guardian for an individual, documentation is generally renewed every year with the courts. DADS requires Imagine Enterprises to have the most current copy. Please fax the most current copy to Cheryl at 866-672-6062 or scan/email to cherylharris18@comcast.net

3. 30 Days or More Since An Employee Has Worked?

Have an employee that has not worked in 30 days? Before they can provide services again DADS requires Form 1725 must be completed and sent to Cheryl for another background check to be completed. She will confirm that the employee is clear of convictions and eligible to work again.

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Should you have questions, please contact your billing specialist:

BJ Fulcher, HCS Billing Specialist
325-695-9431
bjfulcher39@gmail.com

Sherry Newlin, TxHmLiving Billing Specialist
903-445-2704
sjnewlin@aol.com

Thank you for your assistance in advance!

Cheryl Harris

Cheryl Harris
Director of Consumer Directed Services