

Consumer Directed Services
New Employee Packet Cover Sheet

Consumer Name:	Employer Name:
Employee Name:	Employee Social Security No.
Date of Hire:	First Day of Work:

Employer	Agency	CDSA	Document Description / Form Information
Before Hire: (1) Original for Employer's Personnel Files AND (2) Copy to CDS Agency			
<input type="checkbox"/>	DADS	<input type="checkbox"/>	Criminal History Check Applicant Authorization and Nurse Aide and Employee Misconduct Registry Verification, DADS Form 1725
<input type="checkbox"/>	DPS	<input type="checkbox"/>	Texas Department of Public Safety (DPS) Criminal Conviction History Check for Applicant (prior to employment/service delivery)
<input type="checkbox"/>	DADS	<input type="checkbox"/>	Applicant Verification: age, relationship, DADS Form 1729; Applicant and Employer Relationship Determination and Certification, DADS Form 1734
<input type="checkbox"/>	USCIS	<input type="checkbox"/>	Form I-9 Employment Eligibility Verification
<input type="checkbox"/>	DADS	<input type="checkbox"/>	Liability Acknowledgement, DADS Form 1728
At Time Of Hire: (1) Original for Employer's Personnel Files AND (2) Copy to CDS Agency			
<input type="checkbox"/>	IRS	<input type="checkbox"/>	IRS Form W-4 – Employee's Withholding Allowance Certificate Due before first payroll check is calculated; provide to CDSA on date of hire.
<input type="checkbox"/>	OAG	<input type="checkbox"/>	New Hiring Reporting
<input type="checkbox"/>	DADS	<input type="checkbox"/>	Wage and Benefit Plan, DADS Form 1730; any court-ordered garnishment(s) Employee Work Schedule and Tasks, DADS Form 1731, Service Agreement between Employer and Employee, DADS Form 1737, Service Provider Agreement, Form 1739
<input type="checkbox"/>	CLASS	<input checked="" type="checkbox"/>	CLASS ONLY: Cardiopulmonary Resuscitation (CPR) Certification – Effective at time of service delivery initiation and maintained; <i>Verify again before expiration date.</i> [Red Cross (one-year) or American Heart Association (two-year) Certification]
<input type="checkbox"/>	DADS	<input checked="" type="checkbox"/>	Texas Department of Public Safety Driver's License (if transporting client) <i>Verify again before expiration date.</i>
<input type="checkbox"/>	DADS	<input checked="" type="checkbox"/>	Proof of Minimum Auto Insurance (if transporting client)
<input type="checkbox"/>	CDC OSHA	<input checked="" type="checkbox"/>	Acknowledgement: Hepatitis B Vaccinations and Universal Precautions – Centers for Disease Control and Prevention and Occupational Safety and Health Administration, DADS Form 1727
<input type="checkbox"/>	TWCC	<input checked="" type="checkbox"/>	Notice to Employees Concerning Workers' Compensation in Texas – Texas Workers' Compensation Commission (TWC Notice 5)
<input type="checkbox"/>	CDS DADS	<input checked="" type="checkbox"/>	Employer and Employee Exemption from Nursing License for Certain Services, DADS Form 1733
ONGOING: (1) Original Employee Personnel File AND (2) Copy to CDS Agency			
<input type="checkbox"/>	DADS	<input type="checkbox"/>	Employee Management Form: annual evaluation, employment status changes, documentation of training, documentation of conflict and job performance issues; client satisfaction; DADS Form 1732 (Copy to CDSA for schedule or wage changes, termination.)
<input type="checkbox"/>	DADS	<input type="checkbox"/>	Timesheets/Service Logs, DADS form or facsimile approved by the CDSA
<input type="checkbox"/>	Vendors	<input type="checkbox"/>	Receipts and Invoices

Code	Action
<input checked="" type="checkbox"/>	Employer checks off each item for the personnel file and retains original or copy.
<input checked="" type="checkbox"/>	Employer checks each required item when completed and sends to the CDSA as indicated. Employer retains original or copy.
<input checked="" type="checkbox"/>	Items the employer is not required to send to the CDSA, but must be maintained on file in the employee's personnel file by the employer.

Code	Agency
IRS	Internal Revenue Service
DADS	Texas Department of Aging and Disability Services
DPS	Texas Department of Public Safety
OSHA	Occupational Safety and Health Administration
CDC	Center for Disease Control and Prevention
OAG	Office of the Attorney General, State of Texas
TWCC	Texas Workers' Compensation Commission
USCIS	U.S. Citizenship and Immigration Services (formerly known as the INS , Immigration and Naturalization Services)