

ENROLLMENT PROCESS

- STEP 1.** The Current Vendor receives referral information from a Service Coordinator (SC) for an individual interested in self-directing the Home and Community Based Services (HCBS) allowed by his/her waiver program.
- STEP 2.** The Current Vendor calls the referred individual to schedule an appointment with one of their enrollment specialists who will review important program information, answer questions and assist with the completion of the Common Law Employer (CLE) and Direct Care Worker (DCW) enrollment documents.
- STEP 3.** The referred individual completes, signs, dates and returns the partially pre-populated CLE enrollment documents received from the Current Vendor.
- STEP 4.** The referred individual chooses a prospective DCW, then calls the Current Vendor's DCW Enrollment Telephone Number to provide the information listed on the New DCW Application Request Form included with the CLE enrollment documents. The New DCW Application Request Form can also be mailed, e-mailed or faxed to the Current Vendor.
- STEP 5.** The New Vendor sends the the referred individual enrollment forms for the DCW and CLE to complete, sign, date and return to the Current Vendor.
- STEP 6.** The Current Vendor requests background checks as required for the DCW.
- STEP 7.** The prospective DCW is contacted regarding the required DCW pre-service orientation, if this requirement was not previously completed.
- STEP 8.** After the Current Vendor receives all of the required documents, confirmations and approvals, the referred individual/CLE will be mailed a Welcome Packet from the Current Vendor that includes an official "Good to Go" start date for his/her DCW.

Note: Becoming "Good to Go" requires the completion of two sets of enrollment paperwork/requirements: one for the CLE and one for the DCW. Separately, each CLE or DCW can become "Good to Serve" by completing their respective half of the process. DCWs cannot be paid though the Current Vendor before their "Good to Go" start date.