

Welcome to Consumer Direct Care Network Washington (CDWA)! Use this checklist to track your hiring progress with CDWA. You can print it out or save and complete electronically. You will need a valid email address to get hired. Hiring tasks are completed electronically. It is best to use either a computer or tablet to complete your tasks. CDWA contact information is at the end of this checklist.

To get hired as quickly as possible, do not delay on any task. You will get your first email from CDWA after you submit your application. If you do not see an email, check your spam/junk folder. Make sure to add cdc@myworkday.com and infoCDWA@consumerdirectcare.com to your safe sender list so you don't miss important information.

Do not start working for your Client until you receive an 'Okay to Provide Care' date from CDWA. You will get this date after completing the steps below. You will not get back pay if you start working before this date.



1. ★ IP Step: Apply - job aid [found here](#)

- Apply at ConsumerDirectWA.com/Careers
- Start by creating an account - your email address must be valid and not already in use with CDWA
- Once signed in, you will see a 'Congratulations' pop-up. Close the pop-up to continue your application.
Information to provide: Yes/No – do you already have a Client, SSN/ITIN, date of birth
- Complete the [BCCU Background Check Authorization Form](#)
10-digit confirmation code _____
⚠ Your name on the authorization form must match the name on your government issued ID
More information and video instructions [here](#)
- 10-digit confirmation code provided to CDWA in application
- Submit application
- You will get an email notice thanking you for applying when your application is submitted to CDWA

2. ❖ CDWA Step: Review application. Run initial name and date of birth background check.

3. ❖ CDWA Step: Conduct Character Competence & Suitability (CC&S) review. Only required for background checks that indicate 'Review Required.' Not everyone will go through this step. CDWA will contact you by email to provide your RAP sheet. Follow the instructions in the email on what to provide and where to provide it.

★ IP Step: Fingerprint Background Check Appointment – Email from CDWA

Email sent from CDWA after your background check has passed through BCCU or after a CC&S review.

- Schedule appointment – email has instructions on how to schedule.
- Sign and send form back to CDWABackgroundCheck@consumerdirectcare.com

Your OCA number can be found on the forms sent in the email from CDWA. You can continue hiring with CDWA before this step is complete. However, your fingerprint appointment must be scheduled before you are Okay to Provide Care.

4. ◆ Client/Authorized Rep. Step: Client / IP Match Confirmation

- Client or Authorized Representative confirms with CDWA that the Client wants to work with you.
Tip: To speed things up, ask your Client or Authorized Representative to contact CDWA to verify you will be working with them. Confirmation must come from the Client, Authorized Representative, or the Client's Case Manager.
- Don't have a Client yet? Create an account on Carina.org to help find a Client.

5. ★ IP Step: Hiring Tasks in Workday – You will get an email when you can start these steps. [Workday Basic Navigation](#)

You must push the 'Submit' button on each task to move to the next one.

- Preferred Language
- Work Opportunity Tax Credit (optional)
- Personal Information
- Contact Information
- Review your Contact Information. Click the orange 'Refresh' button in your Workday Inbox. Push 'Submit' again after reviewing.
- [DocuSign I-9 Questionnaire](#) - Enter the name, email, and phone for the person over 18 who will be completing Section 2 of the I-9. Must be someone other than yourself. Push the 'Submit' button.

⚠ If you see a blank white screen, refresh your web browser or log out and back in to start the next task.

6. ★◆ IP & Client or their Designee Step: Form I-9 – Complete in DocuSign. Email and text with a link to complete.

- [Section 1](#) – Completed by you
- [Section 2](#) – Completed by the Client/Authorized Representative or any person they designate to complete and sign on their behalf

⚠ There will be delays in hiring if you sign Section 2 yourself, use expired documents, or use someone else’s documents.

7. ❖ CDWA Step: Review Form I-9. You will get an email when you can move on to the next step.

8. ★ IP Step: Finish Hiring Tasks in Workday – Email sent letting you know you can start these steps

You will receive a hire date. **This is NOT when you can start work. This date is when you completed the I-9.**

- Review Documents – CDWA IP Employment Attestation, CDWA IP Handbook, IP Employment Orientation
- SEIU 775 Union Card Questionnaire
- Hepatitis B Vaccination Selection
- Drive/No Drive Questionnaire – must have a current driver’s license to provide transportation services
- Payment Election – how you want to get your paycheck (Direct Deposit or Wisely pay card)
- [Federal Withholding Elections \(W-4\)](#)
- Veteran Status Identification
- Enter Emergency Contact(s)
- Click the orange ‘Refresh’ button
- IP Final Task – links to Orientation & Safety Training (required paid), 1-hr extended [CDWA Employment Orientation video](#) (optional paid), SEIU 775 Orientation video (optional paid)

9. ★ IP Step: Orientation & Safety Training (5 hours to complete)

- Complete in Workday
Not required for all IPs. If you believe you are exempt, submit your credentials to CDWA: [Instructions here](#)
You will be paid automatically for this training after completion.

10. ❖ CDWA Step - Review all hiring information. Issue Okay to Provide Care date when everything is good to go.

- Orientation & Safety Training completed (unless exempted)
- Fingerprint background check appointment scheduled
- Client has an active authorization from DSHS – you cannot start work for a Client that does not have an active authorization

11. ★ IP Step: Receive Your Okay to Provide Care Date – Email from CDWA

This is the first day you can start working with your Client for pay.

Okay To Provide Care Date: _____

- You have **120 days** from Okay to Provide Care date to get fingerprinted. If we don’t get your fingerprint results, you will be put on administrative hold. You will not be ok to work, and you will not get paid while on hold.
- You have **14 days** to submit your Home Care Aide (HCA) certification application (if applicable).

12. ★ Relationship Attestations – Instructions in Okay to Provide Care email

This is your last step in the hiring process!

Log into [DirectMyCare](#) web portal and complete the attestation questions.

Answers to these questions may qualify you for certain tax exemptions and will determine the Training Category you will be placed in. [More information on Training Categories.](#)

 You will not be able to submit time until these questions are completed.

★ NEXT STEPS

<input type="checkbox"/>	<p>Test shift(s) (optional)</p> <ul style="list-style-type: none"> Practice submitting time to CDWA through the DirectMyCare web portal and/or CareAttend app. More job aids and videos on submitting time found here
<input type="checkbox"/>	<p>Fingerprint background check completed</p> <ul style="list-style-type: none"> CDWA must receive your results within 120 days from your Okay to Provide Care date. If these are not received, you will be placed on hold and will not be okay to work.
<input type="checkbox"/>	<p>Submit your Home Care Aide (HCA) certification application (if applicable)</p> <p>Deadline (14 days after Okay to Provide Care date): _____</p> <ul style="list-style-type: none"> Do not pay fees – mark ‘state pay’ on the application. SEIU 775 Benefits Group will let you know what training you need complete. If you need to complete Basic Training 70, you are considered a standard Home Care Aide. If you are limited English proficient (LEP), you may qualify for an additional 60-day provisional certification. Mark that you want the provisional certificate on your application.
<input type="checkbox"/>	<p>Complete Basic Training – SEIU 775 Benefits Group will contact you about this.</p> <p>Deadline (120 days after Okay to Provide Care date): _____</p>
<input type="checkbox"/>	<p>Take Home Care Aide (HCA) certification exam</p> <p>Deadline (200 days after Okay to Provide Care date): _____</p>

We are here to help! Use any of these resources if you get stuck or have questions.

CDWA Website	www.ConsumerDirectWA.com
Self-service materials	Resources / IP Resources / IP Hiring Materials
Email	infoCDWA@ConsumerDirectCare.com
Phone Call	866-214-9899
Virtual & Office Appointments	Resources / Schedule an Appointment
In-Person Community Events	Resources / Community Events Calendar

Arabic العربية	866.215.6909	Cantonese 粵語	866.216.3065	Khmer អង្គរវិទ្យុ	866.215.7610	Korean 한국어	866.215.6907
Lao ລາວ	866.215.8044	Mandarin 普通话	866.216.1752	Russian русский	866.215.4069	Somali Soomaali	866.215.5669
Spanish Español	866.215.0131	Tagalog Tagalog	866.215.3817	Ukrainian Українська	866.215.4674	Vietnamese tiếng Việt	866.215.2762