

# 9 STEPS

## to Becoming an Individual Provider (IP)



### 1. Apply

Visit [ConsumerDirectCare.com/Careers](http://ConsumerDirectCare.com/Careers) to apply. You will need a valid email address.



### 2. Background Checks

You must pass state and FBI fingerprint background and exclusion checks to be hired. When you complete the Background Check Authorization Form, you will receive a 10 character code confirmation number to email to CDWA. After CDWA receives your Interim Result Letter, CDWA will email you a fingerprint appointment form and instructions on how to make a fingerprint appointment.



### 3. Client/IP Match

Client/Managing Employer or Case Manager must confirm that the Client wants you to provide care to them.



### 4. Begin Hiring Tasks in Workday

Your hiring tasks are completed electronically in Workday. You will get an email from CDWA when you can log into Workday and start these tasks.



### 5. Complete the Form I-9 using DocuSign

You will complete Section 1. Another individual will complete Section 2. There will be delays in hiring if you complete and sign Section 2 yourself, use expired documents, or use someone else's documents. Once your I-9 is approved, you will receive your last set of hiring tasks in Workday.



### 6. Complete Hiring Tasks

Learn more about CDWA policies and procedures, including how to enter time and where to find employee resources. You will also select your preferred method for receiving your paycheck.



### 7. Required Orientation and Safety (O&S) Training

Complete five hours of mandatory O&S training.



### 8. Okay to Provide Care

Once CDWA confirms that you satisfy all the hiring requirements, CDWA will issue you an Okay to Provide Care date. This is when you can start providing paid care. Do not start working until you receive this notice. You will not be paid for any care you provide prior to this date.



### 9. Client Relationship Attestation

Complete the Client relationship attestations in the DirectMyCare web portal. Your answers will determine which Training Category you are placed in. You will not be able to submit time until you complete this step.

Find helpful resources at: [ConsumerDirectWA.com/IP-Resources](http://ConsumerDirectWA.com/IP-Resources)

## Contact us today for more information about becoming an IP.



# 866.214.9899



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