

5 STEPS

Client Changeover to CDE



1. Receive Notification

Receive welcome letter from CDWA. This communication outlines your transition to the CDE.



2. Review Information

Review the Client Terms of Service and Advance Directive information included with your welcome letter.



3. Check with IP(s)

Check with your IP(s) that they have submitted their hiring documents to CDWA. Make sure they know when to start submitting time to CDWA.



4. Assignment of Hours

If you have more than one IP, register for the DirectMyCare web portal to assign hours. Or you can contact CDWA for this step.



5. Start with CDWA

Services begin with CDWA on your designated phase start date. Your IP(s) can start submitting hours and tasks when they have received their Okay to Work date from CDWA.



InfoCDWA@ConsumerDirectCare.com

www.ConsumerDirectWA.com

20210630