

# 5 STEPS

## Individual Provider (IP) Transition to CDE



### 1. Receive Notification

Receive initial communication from CDWA and follow the instructions.



### 2. Begin Transition

Log in to the DirectMyCare web portal using your user name and password. Begin the hiring process.



### 3. Submit Hiring-Related Documents

You will be an employee of CDWA once we process your completed documents.



### 4. Get Ready

We will issue you an Okay to Provide Care as an Employee of CDWA date. This date will tell you when you can begin submitting your hours and tasks to CDWA. You cannot submit hours and tasks until on or after the Okay to Provide Care date, and your Client has transitioned to CDWA.



### 5. Complete CDWA Employment Orientation

Complete paid self-service employment orientation. You will receive an overview of policies and procedures. Learn how to submit your time and where to find employee resources.



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