

CDWA Transition Instructions

Consumer Direct Care Network Washington (CDWA) is the Consumer Directed Employer (CDE) for the state of Washington's Department of Social and Health Services (DSHS).

Under the CDE, all Individual Providers (IP) are transitioning from being contracted with DSHS to being employed by CDWA. Your Client(s) or their Authorized Representative will continue to be your managing employer. CDWA will become your legal employer meaning we will handle all IP hiring, payroll, and monitoring of credentials, like background checks and training.

Completing the hiring and employment orientation process

- You will complete the process online.
- You are not required to complete the process all at once.
- You can save your work as you go.
- You will be paid for your time to complete the orientation process.
- You **MUST** complete all the steps to be paid to provide care as a CDWA employee.

GET STARTED

To begin the process, follow the steps below.

Most users find the process easiest when using Google Chrome or Microsoft Edge as their internet browser.

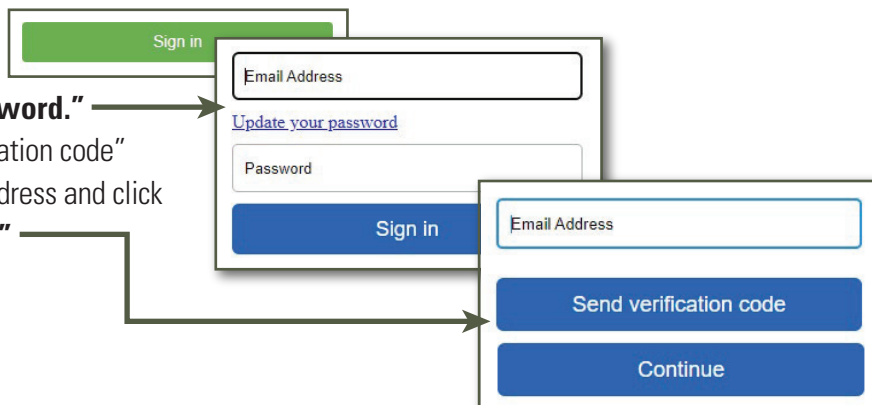
CDWA created DirectMyCare web portal accounts for IPs transitioning to being employed by CDWA. IPs are also set up with a temporary password. You will need to update this password.

Useful tips can be found at www.ConsumerDirectWA.com/IP-Resources

Step 1

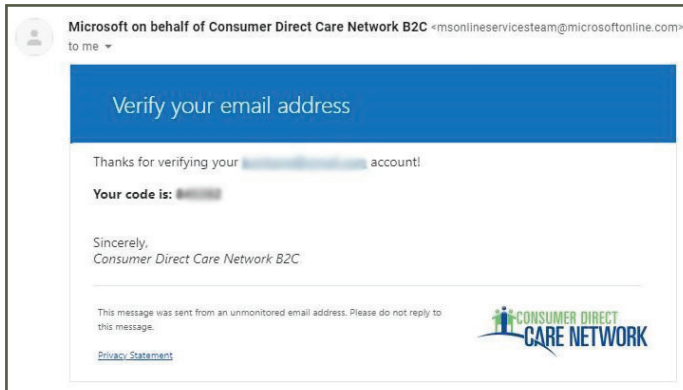
Updating your password and accessing the DirectMyCare web portal

- Visit DirectMyCare.com
 - ♦ Click **"Sign in"**
- Click **"Update your password."**
- You will see a "send verification code" screen. Enter your email address and click **"Send verification code."**

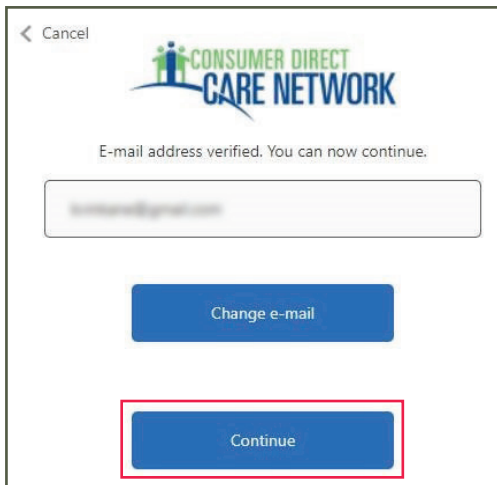


The diagram illustrates the process of updating a password and accessing the DirectMyCare web portal. It shows a sequence of steps: 1. A green 'Sign in' button. 2. A form with an 'Email Address' field and a 'Password' field, with a 'Sign in' button below. 3. A form with an 'Email Address' field and a 'Send verification code' button, with a 'Continue' button below. Arrows indicate the flow from the 'Sign in' button to the first form, then to the 'Update your password' link, and finally to the second form.

- You will receive an email from Microsoft on behalf of B2C CDMS AAD. Open this email. This email contains your verification code. If you do not receive the email, please check your spam folder.



- Enter the verification code and click **“Verify code.”**
- The next screen you see says your email address is verified. Click **“Continue.”**



- You will be asked to choose a new password.
- After choosing a password, you will automatically be logged in to the DirectMyCare web portal.

Step 2

Complete questions in the DirectMyCare web portal

- Instructions on completing questions can be found [here](#).

Step 3

Complete your hiring tasks

• You will need:

- ♦ Your bank account and routing number, if you would like your pay deposited into your bank account. Or your Wisely account and routing number, if you currently have a Wisely card and want to keep it. For both payment methods, choose direct deposit when completing the payment election hiring task. Only select Wisely card, if you want a Wisely card and don't already have one.
- ♦ Your current driver's license, if you will drive your Client.
- ♦ Proof of ability to work in the United States and a person to verify the I-9 form (this could be your Client or any other person, you cannot verify your own I-9, and your DSHS Case Manager cannot verify the I-9). Click [here](#) for more information about forms of identification you can use.

Step 4

Optional Paid CDWA video employment orientation

- Watch a CDWA video employment orientation online.

Step 5

Submit a test shift

- Live-in IPs submit a test shift in the DirectMyCare web portal.
- Non live-in IPs submit a test shift in the CareAttend EVV app and the DirectMyCare web portal.

Instructions for how to submit a test shift are here:

www.ConsumerDirectWA.com/IP-Resources

Your hiring process is not complete until you receive an email from CDWA stating you are now “Okay to Provide Care” as an employee of CDWA.

Background Check Information

- The DSHS Contracts team sends a letter to IPs who have a background check expiring within 60 days. If you haven't received a letter from Contracts, your background check is still good.
- If you have not completed your fingerprint-based background check, please complete your fingerprints to avoid having to start over with the background check process.

Additional Background Check information can be found at

www.ConsumerDirectWA.com/IP-Resources