

Steps to PCA Employment:

-- Take ***mandatory online Personal Care Assistance Training/Test*** as required by MN Department of Human Services. The other training that needs to be done is the Vulnerable Adults Mandated Reporting. Minnesota strives to ensure safe environments and services for vulnerable adults and encourages reporting of suspected maltreatment. A vulnerable person could be the last person you'd think. You could be the difference. You take this test at the same place as the MN PCA Test. To take the course/test, do a search for MN PCA TEST to find website www.registrations.dhs.state.mn.us/. **We need a copy of your *actual certificate*, showing you passed. Bring to office, send with application, or email it to chris@careplanners.biz.**

■ Before we can start the hiring process, we need to follow the I-9 form for proper identification to work in the United States. Attached you will find proper identification. Either one thing from Column A or one from Column B and C. Prefer method is: **Photo ID** (state driver's license or identification card) **and Social Security Card**. Neatly fill out **application**

Parts 1 & 2 so we can start the background study and hiring process ASAP:

-----*Part 1: Basic Employment

-----*Part 2: Minnesota Health Care Programs forms, including Background Study

A Background Study is required by DHS for any applicant, even if recently done somewhere else. It is regulated by DHS, and Care Planners Inc has no control over the results. You should receive results in the mail from DHS. If the form is yellow, you may want to call their licensing #651-431-6620 for details or appeal process if needed **Provider Enrollment forms**...Once the background study passes, we apply for an UMPI ID# for you, which can take several weeks. We try to work with you and your Client to get you started as soon as possible, but understand we have these requirements.

-- Fill out and sign all pages of **Part 3: Care Planners Application & Substance Test Page 9**

----- **You may only start work when your documents are cleared and you are notified** by Care Planners. Remember that your Client (or their Responsible Party) is your direct supervisor, but Care Planners is required to oversee that DHS/MHCP guidelines are followed. You are also required to attend a training to learn company policies.

Note about TIMESHEETS: these represent proof between you, your Client, the State of Minnesota, and Care Planners that you are working your hours. Please follow the 2-week Payroll Schedule sheet, fill out the timesheets daily and clearly, and initialize cares done. Then carefully add up the time, sign & date at the bottom with Client, and send or bring the timesheet to the office as required so you will be paid on time.

Given all of the program guidelines we must follow, we appreciate when everyone does their part so that Clients can get their care and PCAs can be paid for work done.

THANK YOU and WELCOME TO CARE PLANNERS

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