



Temporary Worker Guide

Reasons to Request a Temporary Worker for Your Client:

1. Hospital Discharge
2. Emergent Need for a Temporary Worker
3. Nursing Home Transition into Community
4. Expedited Initial Authorization

Temporary Worker Qualifications:

Clean Background check (no convictions or negative actions), current DSHS contract, completed RFOC and in compliance with training requirements, weekly check-in and available within 24 hours.

Contact the Home Care Referral Registry @ 800-970-5456



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<i>How to Request a Temporary Worker</i>
Call the Referral Registry 800-970-5456. Ask for a Temporary Worker.
Registry Coordinator will need key information: Client name, address, key preferences, significant personal care tasks, day and times needed. Ensure client release is signed.
Fax a copy of the client's Service Summary to the Registry Coordinator.
Registry Coordinator will contact temporary worker to verify 'ready to work' status and availability/willingness to meet request.
Registry Coordinator will discuss client needs, Service Summary and Assessment details and verify the providers suitability for employment.
Registry Coordinator will notify SW/CM/Nurse upon identification of an available temporary worker. SW/CM/Nurse will mail a copy of Service Summary to provider.
SW/CM/Nurse authorizes payment and indicates use of Temporary worker on file transfer sheet if appropriate. Provider begins work.
Registry Coordinator begins process of working with the client or CM/SW to find a permanent worker to replace the Temporary worker.

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