

Integrating Contracting and Orientation into the Application and Interview process

Start Here



Initial Contact with Applicant

- 1. SSN/picture ID
- 2. Orientation certificate
- 2. Information checklist
- 3. Provider Intake
- 4. Two copies of Client Service Contract
- 5. Background results
- 6. Copy of PFAR



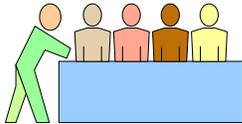
Create Provider File

- 1. Submit PFAR/W-9 electronically
- 2. Sign contracts
- 3. Distribute to provider



Finalize contracting process

- 1. Review Employment Reference Guide
- 2. Provider signs contracts
- 3. Review Orientation Workbook
- 4. Watch Orientation video
- 5. Complete Certificate



Contracting and Orientation Training



Give Application packet to Prospective Provider

- 1. IP application
- 2. Background auth form
- 3. Provider Intake
- 4. Job At a Glance
- 4. PFAR/W-9
- etc.



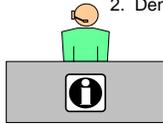
Face to Face Interview

- 1. Review application
- 2. Copy SSN/Picture ID
- 3. BPIP



Background Check

- 1. BCCU
- 2. CC&S
- 3. Fingerprint



Determine Placement on the Registry

- 1. Active; notify IP of Orientation schedule
- 2. Denied: Stop process



Contract Preparation prior to training

- 1. Contract prep in EACD in pending status

