



Steps to Becoming an Individual Provider

Are you interested in becoming an Individual Provider for a person with a disability? (take out: family member or know someone who is interested in providing care to your family member?) To begin the process of becoming an Individual provider you will have to visit Consumer Direct Care Network Washington or known as CDWA.



- 1** Start by visiting <https://www.consumerdirectwa.com/careers/>. This is where you will applying to becoming an Individual Provider. Create an account and complete your application. ***You must complete this even if you have a client lined up.*** Once you complete the application, you will be asked if you have a client you would like to work with. If you do, you will provide the full name and ProviderOne ID of the client you would like to work with.
- 2** Next, you will need to enter information to complete both a state background check and FBI fingerprint background check. Once you have entered your information, you will be prompted to start the background check process with the DSHS at <https://fortress.wa.gov/dshs/bcs/>. When completing the background check form, add the email address infoCDWA@consumerdirectcare.com. After completing the form will be given a 10 character confirmation code, which you will then go back and enter on your CDWA portal. Check the CDWA Background Check Guide at <https://www.consumerdirectwa.com/wp-content/uploads/2023/11/Background-Check-Guide-20231102.pdf>
- 3** Once the background check has passed, you will receive an email from CDWA to schedule a fingerprint appointment. This does not have to be completed to finish the hiring tasks but must be ***SCHEDULED*** before you begin to provide care to a client.
- 4** After you have completed the background form and scheduled your finger prints, the case manager of the individual will confirm that the client wants to work with you. Once confirmed, you will receive an email from CDWA with hiring tasks that will be completed online on WorkDay. The first of the hiring tasks you must complete is your I-9 Tax form. There are TWO sections to this form. The 2nd section must be completed by the client or an authorized representative of the client, not you.
- 5** Once CDWA reviews the I-9 forms, you will be provided your last hiring tasks in WorkDay.
- 6** Next, you will complete the Orientation and Safety Training, known as O&S Training. This training is 5 hours and is completed online.
- 7** CDWA will review your application and account. CDWA will then provide you an “Okay to Provide Care” date. This is when you are able to start providing paid care.
- 8** The last step is to log into DirectMyCare and complete the questions. Once this is completed, you will be able to submit time.