

10 STEPS to Hiring a New Worker

You found, interviewed, and chose a new Worker. Be sure to review the Worker requirements in the Employer Handbook. The Worker must meet the requirements for your program. If you have questions, ask your Supports Broker for help.

Now follow these steps to hire the individual:

- 1** **Notify your Worker** that they must obtain a [First Aid and CPR certification](#)
 - They will need to provide proof of certification
- 2** **Email or contact your Supports Broker** with your Worker's information
 - Name, email, address, phone number, date of birth, and SSN
 - Services the Worker will provide and the rate of pay
- 3** **Your Supports Broker will send** the Worker a prefilled DocuSign packet via email to be completed electronically
- 4** Once the Worker completes their portion, **the DocuSign packet will be electronically sent to you to complete**
- 5** **Use your Worker's documents** to complete their I-9
- 6** **Sign and date the packet**
- 7** Once complete, the packet will be **sent back to your Supports Broker for review**
- 8** **CDTN will provide the Worker with information** about their required trainings
- 9** **CDTN will run criminal background and exclusion checks** on the Worker
 - CDTN will notify you with any concerns or results that may prevent hiring the Worker
- 10** **CDTN will notify you** when the Worker can begin providing paid care

Important: Don't schedule the Worker to provide paid care until CDTN has provided you with a begin date. CDTN cannot pay the Worker prior to this date.

Contact us today for more information about hiring a new worker.

 InfoCDTN@ConsumerDirectCare.com

CDTN Amerigroup: 888.398.0664
CDTN Bluecare Tennessee: 888.450.3240
CDTN Unitedhealthcare: 888.444.3109
CDTN DIDD: 888.450.3242

www.ConsumerDirectTN.com 

Rev. 20230822