

\*Please fill out **Parts 1, 2, 3 + Substance Testing Page 9**, and return to office with IDs. Keep folder and other pages for future use. **Steps to HOME HEALTH Employment:**

-- Take **mandatory online Home Health Basic Modules**, which is required by MN Department of Human Services to complete the modules that will be assigned to you from Educare training online.. To do the modules, you will either need to use internet explorer or Fire Fox and spell out completely [www.educaretrainingonline.com](http://www.educaretrainingonline.com). These modules are required yearly with a little variation.

**\*\*\*IF YOU WORK FOR A DIFFERENT HOME HEALTH COMPANY AND COMPLETE THESE MODULES OR SIMILAR ONES ELSEWHERE PLEASE BRING A COPY OF THE CERTIFICATE BECAUSE THEY MIGHT BE ABLE TO BE USED FOR CARE PLANNERS HOME HEALTH CARE.**

--Take **mandatory online Vulnerable Adults Mandated Reporter**. 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. To take the course/test, do a search for MN PCA TEST to find website [www.registrations.dhs.state.mn.us/](http://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@careplannersinc.com](mailto:chris@careplannersinc.com)

■ 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 one from Column C. Prefer method is: **Photo ID** (state driver's license or identification card) **and Social Security Card**. Neatly fill out **application**

**1. Background Study Release of Information**

**Background Study is required by DHS for any applicant, even if recently done somewhere else. It is regulated by DHS, and Care Planners 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 #651-296-3802 or #651-296-3971 for details or appeal process if needed**

**2. Care Planners Home Health Application**

**3. Standards of Conduct**

**4. I-9 & W-4**

**5. Direct Deposit**

**a. Direct Deposit is available the direct deposit form must be filled out with the correct information and will need a statement from bank with your name and account and routing numbers, or a printed deposit slip from the bank with you information on it, or a voided check (can't be a starter check).**

**6. Health Status Letter**

**a. Can go to either the public health county nurse where you live or you can go to Occupational Health.**

**i. TB Blood work**

**ii. Or 2 step Mantoux 1<sup>st</sup> must have 1<sup>st</sup> one to start second one 21 days later**

1. **If recently had the 1<sup>st</sup> step of Mantoux with in 90 days can than just get second step of Mantoux.**

## 7. **Job Descriptions**

- a. Every one fills out *Unlicensed Professional Job Description*
- b. If a homemaker fill out the **Homemaker Job description** also.
- c. If an Independent Living Skills Worker fill out the **ILS Job description** also.

## 8. **Drug Policy Sign Page 9**

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**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 Home Health Staff can be paid for work done.

**THANK YOU and WELCOME TO  
CARE PLANNERS HOME HEALTH CARE**

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