

## **TO ALL VASHON CAREGIVERS WHO ARE DSHS INDEPENDENT PROVIDERS!**

(i.e. working for COPEs clients and paid by the state)

### **BIG CHANGES BEGINNING APRIL 1<sup>ST</sup>, 2022 YOU NEED TO KNOW ABOUT!!!!**

Everyone who is currently an Independent Provider working for DSHS needs to be aware that **we are transitioning from DSHS to our new employer, CDWA (Consumer Direct of Washington).**

**CDWA will now be our employer, and will keep our time and pay us.** All Independent Providers should have been getting regular emails from ProviderOne, from CDWA, from DSHS, and from the SEIU775 Union with information and instructions on this transition and how to do it.

**THIS CHANGE-OVER IS DUE TO TAKE PLACE 1 APRIL 2022. OUR CONTRACTS WITH DSHS WILL END ON THIS DAY, AND YOU WILL NOT BE ABLE TO CONTINUE TO GET PAID AFTER 1 APRIL UNLESS YOU HAVE COMPLETED THE TRANSITION PROCESS TO CDWA.**

**IF YOU HAVE NOT BEGUN THE TRANSITIONING PROCESS- PLEASE BEGIN NOW!!**

Don't despair, it's not too hard! A bit confusing, but not too hard. Some Vashon IPs have completed the process and will be glad to help you as much as we can. Please look for the instructions that were emailed to you (many times after the past few months) from CDWA and SEIU775. If you can't find them in your emails, go to the CDWA website, where you will find these links to help you get started:

If you are an IP transitioning to CDWA, please complete the hiring process as soon as possible.

- If you HAVEN'T started the process, follow the [Getting Started instructions](#).
- If you HAVE started the process, log into [DirectMyCare.com](#) and finish remaining hiring tasks.
- Have questions? Reach us through email [InfoCDWA@ConsumerDirectCare.com](mailto:InfoCDWA@ConsumerDirectCare.com).

Need help completing the hiring process? Schedule an [office appointment](#) or visit our [webinar and events calendar](#) to register for an in-person hiring support session near you.

**Follow these steps we've gained from our own experience in completing this process to make it easier for you to be successful:**

1. **Important: Before you begin**, go to ProviderOne and double check that your email and phone number listed for you are correct. If not, correct them.
2. Then **set up your account on the CDWA portal** at [directmycare.com](#)
3. **Follow the directions for setting up your account.** You must create a new password and will be asked to verify your email address - click on "verify" and they will send a code to your email, which you must quickly enter into the account set up.
4. When you have successfully set up your new account, you can enter it any time with your email and password. Any work on your items or changes you have made will be saved- **you don't have to do it all at once.**
5. **On your account page, there will be, on the left-hand side, a list of the items to be completed before you are fully hired by CDWA. Click on each one and follow the instructions to complete each one.**

Although some steps are confusing, just do your best to plow through and read and fill out each item carefully. If you get stuck and can't go forward, or find the answering the instructions on the CDWA or the SEIU775 webpages, **give me a call** and I will try and help.

Good luck to all IPs on the transition,

Sissel Johannessen

Vashon Care Network, Caregiver Support Committee

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