

New Care Provider Process

**Homecare
Workers (HCWs)**

**Personal Support
Workers (PSWs)**

**Personal Care
Attendants
(PCAs)**

1. Submit Application

Fill out and submit the application to the agency you will be working with. Reach out to this agency if you have questions. You can find more information about applications at www.ohccworkforce.org/applications.

Apply through an Aging & People with Disabilities (APD) office.

Apply through an Office of Developmental Disabilities Services (ODDS) or Support Services Brokerage office.

Apply through Comagine.

2. Wait for Background Check

After you've submitted the application, the agency will initiate a background check. In some cases you may need to submit fingerprints for the background check. Please note the background check can take several weeks. Background checks are processed through the Background Check Unit (BCU) that uses a system called ORCHARDS. For questions, contact the agency you sent the application to.

3. Attend Orientation

While you're waiting for the results of your background check, you can attend the mandatory 6-hour Orientation with Carewell SEIU 503 Training. We recommend taking Orientation as soon as you submit your application. You must take Orientation within 45 days of submitting your application.



Homecare Workers (HCWs)

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Personal Care Attendants (PCAs)

4. Receive Provider Number

After your background check has been completed, you will receive a provider number.

Provider number is sent by email and/or mail. You will also need to receive and review a task list before beginning work.

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5. Complete New Worker Core Part 1 and Core Part 2 Training

Once you have your provider number, you can take the rest of New Worker Training in the learning portal. You must complete the remaining 8 hours within 120 days of receiving your provider number.

6. Find Work

Ready for your first client? Sign up for Carina, the free care matching tool from Carewell SEIU 503 and search from hundreds of Medicaid and Oregon Project Independence (OPI) homecare consumers. Use Carina to find full-time, part-time, and respite care jobs in your area. Learn more at CarewellSEIU503.org/Carina.

Carewell is here to support you every step of the way.

If you need language support such as an interpreter or have any other questions about your training, contact Carewell SEIU 503 at 1-844-503-7348 or CarewellSEIU503Training@RISEpartnership.com.

