



Community HealthChoices (CHC) Participant-Directed Services Program

Join us for a One Hour Training Session on the PA New Direct Care Worker Enrollment Process

Attend by phone or online

Hosted by Tempus Unlimited, your Fiscal/Employer Agent

- These sessions will review the process to enroll a new Direct Care Worker (DCW).
 - How to get started
 - DCW Application Request Form or Over-The-Phone Enrollment
 - Enrollment paperwork and background check requirements
 - Using Paperworkr to complete packet and eSign
 - Unique ID– Keystone Key and Unique ID registration
 - Pre-Service Orientation – Frontline
 - EVV setup and welcome emails
- How to get help with enrollment

New Direct Care Worker Enrollment Process Training September 6, 2022 through November 4, 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Every Monday	Every Tuesday	Every Wednesday	Every Thursday	Every Friday	
	CLEs and DCWs 1:00-2:00 PM	CLEs and DCWs 6:00-7:00 PM	CLEs and DCWs 3:00-4:00 PM	CLEs and DCWs 9:00-10:00 AM	CLEs and DCWs 11:00-12:00 PM	



- **How to join a call-in/online WebEx Session?**
 - **No pre-registration required**
 - **To join by phone**, call 1-408-418-9388 and enter the WebEx Meeting ID found in the table below for the meeting you want to attend then # for attendee ID.
 - **To join online**, click on the link below or go to <https://tempusunlimited.webex.com/> and enter the WebEx Meeting ID and passcode found in the table below for meeting you want to attend.

New DCW Enrollment Process WebEx Meeting Details and Log-in Information

MONDAY

Time: 1:00 PM – 2:00 PM

Dates: Every Monday through 10/31/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=md0b41ec9f9ec1f9c5416034d3e3c0442>

WebEx Meeting ID: 2630 956 0093

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: PAFms2022

TUESDAY

Time: 6:00 PM – 7:00 PM

Dates: Every Tuesday through 11/1/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=me324d224d3fa53438667162bf3b0e452>

WebEx Meeting ID: 2634 312 7749

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: PAFms2022



WEDNESDAY

Time: 3:00 PM – 4:00 PM

Dates: Every Wednesday through 11/2/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=m8c0361b92be45827fa2f7ff3f3ad84b3>

WebEx Meeting ID: 2633 201 8149

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: PAFms2022

THURSDAY

Time: 9:00 AM – 10:00 AM

Dates: Every Thursday through 11/3/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=m119033116710cd5d7f1ba2b057efa23d>

WebEx Meeting ID: 2630 835 2415

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: PAFms2022

FRIDAY

Time: 11:00 AM – 12:00 PM

Dates: Every Friday through 11/4/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=m1b8fd3aafecfe92d53c2ca59d5dfe8>

WebEx Meeting ID: 2630 520 9456

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: PAFms2022