



## New Enrollment Outline

### Common Law Employer (CLE) Enrollment

- Referral from Service Coordinator/MCO to Tempus
- Complete new CLE Enrollment Packet
- Authorization from Service Coordinator/MCO for services
- Notification from Tempus that CLE Enrollment process complete
- Welcome Email from Tempus for EVVIE portal/Participant Dashboard

### Direct Care Worker (DCW) Enrollment

- Start enrollment process with Tempus
  - \* Complete new DCW Application Request Form OR
  - \* Call Tempus Over-the-Phone Enrollment
- Complete new DCW Enrollment Packet
- Tempus will complete required background checks
- Attend Pre-Service Orientation Training
- Attend Safety Training
- Obtain Keystone Key & Unique ID
- Notification from Tempus that DCW Enrollment process complete
- Welcome Email from Tempus for EVVIE app and EVVIE portal
- Authorized to start working as scheduled by CLE



Below is a brief outline of what to expect during the enrollment process and what needs to be completed prior to Tempus issuing a start date:

## Common Law Employer (CLE) Enrollment

- **Referral from Service Coordinator/MCO to Tempus**
  - Service Coordinator or MCO provides a Referral to Tempus
  - Tempus emails or mails enrollment packet to CLE
  - Tempus Enrollment Specialist will contact CLE to review the enrollment process and provide CLE an overview of roles & responsibilities and how to enroll DCWs
  
- **Complete new CLE enrollment packet**
  - CLE completes enrollment packet in Paperworkr and eSign – **See Instructions Below**
    - Packet is created by Tempus
    - Packet authorized for eSign and email sent to CLE to eSign
    - CLE eSigns Enrollment Packet
    - Tempus notified that packet is complete
  - If CLE does not have an email account, a paper copy of packet is mailed by Tempus
    - Upon receipt, CLE completes packet and returns to Tempus via email, fax, or mail
  - Tempus reviews paperwork and will contact CLE if corrections are needed
  - Tempus obtains Employer Identification Number (EIN) from the IRS on behalf of the CLE
    - If there is an issue with obtaining the EIN, Tempus will contact the CLE and provide guidance on next steps.
  - Tempus obtains a Workers' Compensation policy on behalf of the CLE



- **Authorization from Service Coordinator/MCO for services**
  - Tempus receives the authorization from the MCO
  
- **Notification from Tempus that CLE Enrollment process complete**
  - Tempus notifies CLE they are active through a phone call and/or follow up by email
  - Tempus notifies Service Coordinator/MCO through email that CLE is active
  
- **Welcome Email from Tempus for EVVIE portal/Participant Dashboard**
  - CLE registers for EVVIE portal using the welcome email
    - The Enrollment Specialist assigned to the CLE will send the CLE a welcome email from 'noreply@annkissam.com'
      - After the initial setup, if the CLE has any questions or needs further assistance, please contact Tempus EVV support team at 844-983-6787
    - Please visit Tempus website for instructions on how to use EVV system
      - <https://pa.tempusunlimited.org>
      - Click on the 'Training Materials' tab – this is where you can find videos and job aids to assist you with reviewing and approving hours



## Direct Care Worker (DCW) Enrollment

- **Start enrollment process with Tempus**

- Complete new DCW Application Request Form
  - Form can be downloaded from Tempus website at <https://pa.tempusunlimited.org/forms/>
  - Email form to [PAEnrollment@tempusunlimited.org](mailto:PAEnrollment@tempusunlimited.org)

OR

- Call Tempus Over-the-Phone Enrollment to start the process
  - Call Tempus at 1-844-9TEMPUS and select PA Enrollment
- When DCW is setup in system, Enrollment Specialist sends email to DCW with a copy to CLE outlining the enrollment process and steps to complete

- **Complete new DCW Enrollment Packet**

- Complete enrollment packet in Paperworkr and eSign – **See Instructions Below**
  - Packet may be created by DCW, CLE, Tempus, or any user
  - Packet authorized for eSign and email sent to DCW and CLE to eSign
  - DCW eSigns Enrollment Packet
  - CLE eSigns Enrollment Packet
  - Tempus is notified when packet has been eSigned by both parties in Paperworkr
- If CLE and/or DCW does not have an email account, please contact Tempus
  - Tempus will assist with setting up a unique email account
- Enrollment Specialist can set up a virtual enrollment appointment to create the DCW packet and email a link for eSign to the DCW and CLE
- Enrollment Specialist can set up a face-to-face meeting, if needed, at one of the Tempus satellite offices in PA



- **Tempus will complete required background checks**
  - Tempus will complete the State Criminal Background Check
  - If the DCW has not lived in PA the past two years, an FBI background check is required – Tempus will contact the DCW with instructions on how to complete.
  - If there is a child under the age of 18 that lives with the participant that the DCW is providing services for, a child abuse background check and an FBI check is required. Tempus will contact the DCW with instructions on how to complete.
  
- **Attend Pre-Service Orientation Training**
  - Frontline is a company that handles DCW training for Tempus. Frontline will contact the DCW directly to schedule 3.5 hours of pre-service orientation
  
- **Attend Safety Training**
  - Frontline is a company that handles DCW training for Tempus. Frontline will contact the DCW directly to schedule 8 hours of Safety Training. 4 hours virtual and 4 hours in-person. Training must be completed before DCW is authorized to start working.
  
- **Obtain Keystone Key & Unique ID**
  - DCW registers for the Keystone Key and Unique ID
  - If the DCW has already registered for a Unique ID in the past due to working for another participant, DCW does not need to complete this step
  - <https://www.humanservices.state.pa.us/dcw>
  - Please see Quick Reference Guide on how to obtain this on the Tempus website at <https://pa.tempusunlimited.org/forms/>

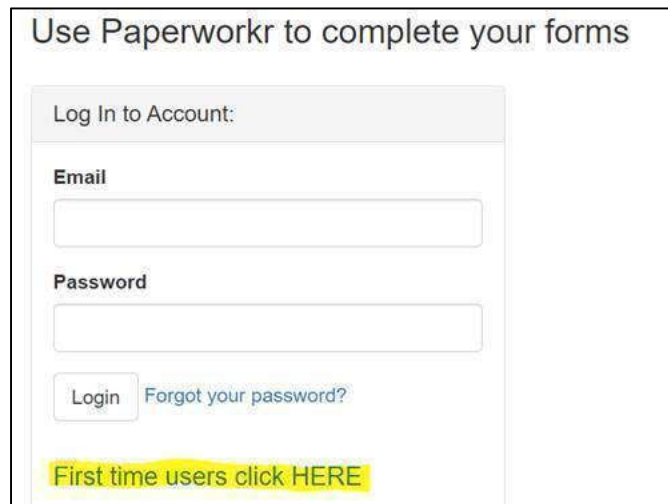


- **Notification from Tempus that DCW Enrollment process complete**
  - When all enrollment requirements have been met, notification is made by Tempus to the Service Coordinator/MCO.
  - When all enrollment requirements have been met, the Enrollment Specialist will notify the DCW and CLE (phone and/or email) of the start date the DCW can begin providing services.
  
- **Welcome Email from Tempus for EVVIE app and EVVIE portal**
  - When approved to start providing services, the Enrollment Specialist assigned to the DCW will send the DCW a welcome email from 'noreply@annkissam.com'
  - Register for EVVIE portal and download EVVIE app using the welcome email
    - After the initial setup, if you have any questions or need further assistance, please contact our EVV support team at 844-983-6787
  - Please visit our website for instructions on how you will use the EVVIE app and EVVIE portal
    - Go to <https://pa.tempusunlimited.org>
    - Click on the 'Training Materials' tab – this is where you can find videos and job aids to assist you with submitting hours
  
- **Authorized to start working as scheduled by CLE**
  - CLE schedules DCW to work

**PLEASE NOTE: DCW cannot start entering hours until Tempus has receipt of an authorization and DCW is issued a good to start date from Tempus Enrollment Specialist**

## Paperworkr Instructions

- Please click on the link below and complete enrollment packet.
- <https://tempus-pa-paperworkr.annkissamprojects.com/>
- Be sure to click on the 'First time users click HERE' to create an account



Use Paperworkr to complete your forms

Log In to Account:

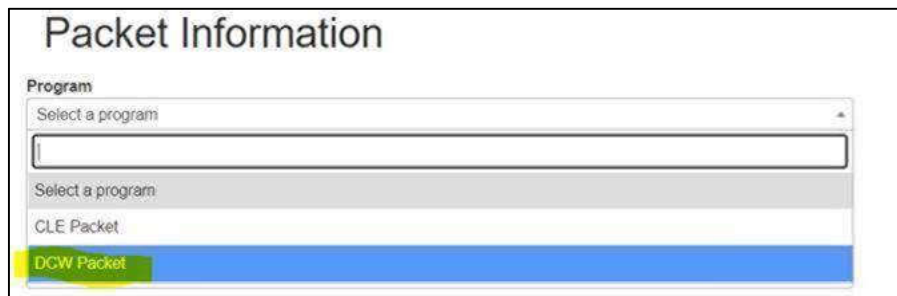
Email

Password

Login Forgot your password?

First time users click HERE

- Log in to Paperworkr
- For CLE packet, click on Esignable packet link on top right to complete the process to eSign
  - If CLE is a Designated Common Law Employer and not the Participant, the CLE Designation form will need to be printed and signed by both the CLE and the Participant
- For DCW packet, click on Select a program and choose DCW Packet



Packet Information

Program

Select a program

Select a program

CLE Packet

DCW Packet



- It is recommended that the DCW and CLE work together to complete the packet to make sure the information is correct
  
- DCW should be prepared to enter the following:
  - DCW ID (begins with an E followed by 6 numbers)
    - This is provided in the email from Tempus
  - IRS W-4 information
  - I-9 information including IDs
  - Direct deposit (copy of voided check or bank letter required)
  - Pay rate (please obtain this from your Employer)
  - Indicate Live-In Exemption Status based on residency test
    - If you live with the participant: Yes, DCW qualifies for the Live-In Exemption
    - If you do not live with the participant: No, DCW does not qualify for the Live-In Exemption
  - Difficulty of Care Federal Income Tax Exclusion
    - Optional for DCWs who live with their participant
  - **Participant/Employer information required for DCW packet**
    - Participant first and last name
    - Participant ID (begins with a C followed by six numbers)
      - This is provided in the email from Tempus
    - Participant email
    - Participant physical address and the County and Township where located
    - Common Law Employer first and last name, if different than the participant, CLE email and CLE address