



## New Common Law Employer (CLE) Enrollment Outline

- Service Coordinator/Managed Care Organization (MCO) provides Referral to Tempus
- CLE completes the CLE enrollment packet
- Service Coordinator/MCO provides Tempus the authorization for services
- Tempus notifies the CLE that the enrollment requirements have been met
- Tempus sends the CLE Welcome Email to sign up for an “FMS One” account
  - \* “FMS One” allows the CLE access to the Evvie portal/Participant Dashboard
- CLE signs up for an FMS One account and accesses Evvie portal and Participant Dashboard

\*In addition to the CLE enrolling, all DCWs must also enroll. The CLE and DCW enrollments can be done at the same time. For information about the DCW Enrollment process review the New DCW Enrollment Outline available on the Tempus website at <https://pa.tempusunlimited.org/forms/>



Below is a brief outline of what to expect during the CLE enrollment process and what needs to be completed:

### **CLE Enrollment (steps to be taken by the CLE are underlined)**

For enrollment to move as quickly as possible, it is important that the CLE does not delay in completing any steps. If needed, a virtual enrollment appointment or a face-to-face meeting can be set up.

#### **Service Coordinator/MCO provides Referral to Tempus**

- Tempus receives the Referral from the Service Coordinator/MCO.

#### **CLE completes the CLE enrollment packet**

- Tempus emails a link to Paperworkr\* or mails the enrollment packet to the CLE within 3 business days.
- Tempus sends the Paperworkr link from 'noreply@annkissam.com'
- Tempus contacts the CLE within 1 week to review the enrollment process, provide the CLE an overview of roles & responsibilities, and provide information about how to enroll Direct Care Workers (DCW).
- CLE follows the instructions in the link to complete the enrollment packet.
- CLE reviews and Esigns the enrollment packet.
- Tempus is notified when the packet has been Esigned by the CLE. Tempus reviews the packet and contacts the CLE within 7 business days if corrections are needed.

\*If the CLE does not have an email account, Tempus mails a paper copy of the enrollment packet to the CLE and assists the CLE to set up a unique email account.

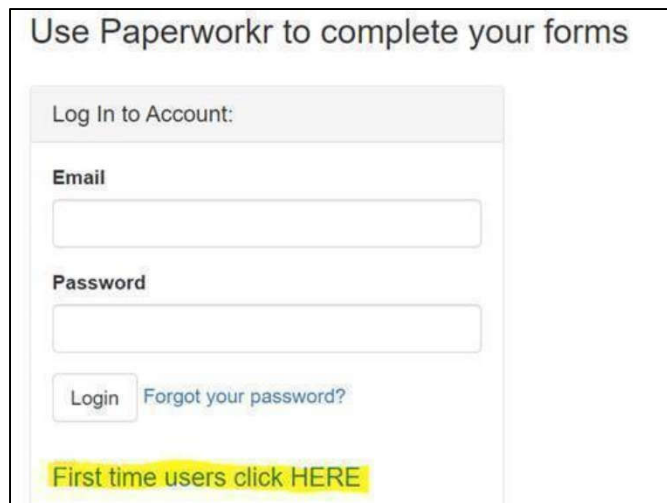
Paperworkr is an electronic enrollment tool to help the CLE complete the required paperwork for enrollment. See Paperworkr Instructions at the end of this document.



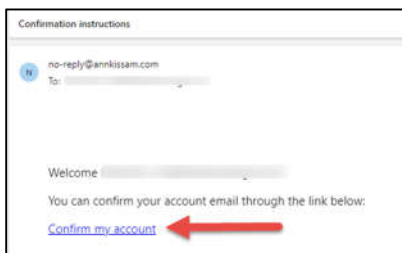
- Service Coordinator/MCO provides Tempus the authorization for services**
  - Tempus receives the authorization from the Service Coordinator/MCO.
  
- Tempus notifies the CLE that the enrollment requirements have been met**
  - Tempus notifies the CLE and the Service Coordinator/MCO by phone and/or email that enrollment requirements have been met.
  
- Tempus sends the CLE Welcome Email to sign up for an “FMS One” account**
  - Tempus sends the CLE Welcome Email from ‘noreply@annkissam.com’
  
- CLE signs up for an FMS One account and accesses Evvie portal and Participant Dashboard**
  - CLE signs up for an FMS One account by following the instructions in the Welcome Email.
    - After the CLE has signed up for an FMS One account, follow instructions on how to use the Evvie portal and Participant Dashboard
      - Visit <https://pa.tempusunlimited.org>
        - Click on the ‘Training Materials’ tab to find videos and job aids to assist the CLE with reviewing and approving hours worked by the DCW.
      - If there are additional questions after visiting the website, contact Tempus at 1-844-983-6787 (TTY 711).

## Common Law Employer (CLE) Paperworkr Instructions

- CLE receives an email from Paperworkr ([no-reply@annkissam.com](mailto:no-reply@annkissam.com)) or clicks on the link below.
  - <https://tempus-pa-paperworkr.annkissamprojects.com/>
- CLE clicks on 'First time users click HERE' and signs up for an account.

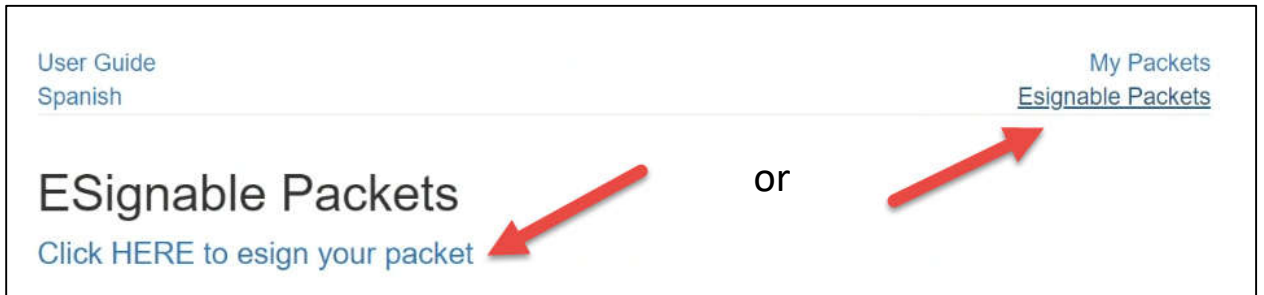


- After CLE signs up for an account, CLE receives a confirmation email from 'no-reply@annkissam.com'.
- CLE clicks the Confirm My Account link in the email.



- CLE logs into Paperworkr.

- CLE clicks on Esignable packets link to complete the process to review and Esign.



- A list of Esignable packets appears. CLE clicks on Esign link.



- CLE follows the instructions on the screen to complete the Esign process.

\*Note: If the CLE is a Designated Common Law Employer and is NOT the Participant, Tempus mails a paper copy of the CLE Designation form to be signed by the Participant.

The Designated CLE returns the CLE Designation form to Tempus. The form can be returned by

- Fax to 1-267-282-6709 or 1-833-583-6787,
- Email to [PAFMS@tempusunlimited.org](mailto:PAFMS@tempusunlimited.org), or
- Mail to Tempus Unlimited Inc., 600 Technology Center Drive, Stoughton, MA 02072