

Southeastern Minnesota Center for Independent Living (SEMCIL)

PCA CHOICE PACKET INSTRUCTIONS

*Please use the following checklist as a guide to assist in correctly completing this packet. It is imperative that each step is completed correctly in order to begin processing the paperwork. Individuals will **NOT** be allowed to begin working until they have completed all documents, passed a background check, and have completed all of the training requirements.*

ITEMS TO BE COMPLETED AND TURNED IN

All items in section A and B must be fully and accurately completed and processed before hire

A. State and Federal Forms and Documentation

Document	Action Items	Completed
W-4	Complete Form	<input type="checkbox"/>
	Sign and Date Bottom Portion	<input type="checkbox"/>
I-9 Employment Eligibility Verification	Complete , Sign and Date Section 1	<input type="checkbox"/>
	Bring I-9 form and supporting documentation to SEMCIL , for copying and verification.	<input type="checkbox"/>
MN Department of Human Services (DHS) Background Study Information *Must pass a background study before hire	Review the Background Study Privacy Notice	<input type="checkbox"/>
	Complete the Background Study Collection Form	<input type="checkbox"/>
	Complete the Fingerprint and Photo Service (See page 2 for instructions)	<input type="checkbox"/>
MN Health Care Programs (MHCP) Individual PCA Enrollment Application	Complete Highlighted Areas Sign and Date	<input type="checkbox"/>
DHS Provider Agreement	Sign and Initial Page 1 Print Name, Sign and Date Page 2	<input type="checkbox"/>
SEMCIL PCA Choice Roles and Responsibilities Memorandum of Agreement	Read entire document with PCA Recipient Complete Signatures	<input type="checkbox"/>
DHS PCA Training DHS requires that all PCAs complete and successfully pass standardized training <u>prior</u> to enrolling as a MHCP individual PCA provider beginning work as a SEMCIL PCA.	1. To register and complete training: http://registrations.dhs.state.mn.us . 2. Click on “ Individualized Personal Care Assistance Training ” under Continuing Care – Disability Services. This will guide you through the process of registering and completing the training.	<input type="checkbox"/>
Blood borne Pathogens and Infection Control	Review Study Guides	<input type="checkbox"/>
	Complete Test, Sign and Date	<input type="checkbox"/>
Health Insurance Portability and Accountability Act (HIPAA)	Review Study Guide	<input type="checkbox"/>
	Complete Test, Sign and Date	<input type="checkbox"/>

Mail or Email Paperwork and Certificates To:

SEMCIL Attn: Loy Ashton, 2200 2nd St SW, Rochester MN 55902 | Email: loys@semcil.org

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B. SEMCIL New Hire Forms and Documentation		
Document	Action Items	Completed
SEMCIL Employee Application	Complete, Sign and Date	<input type="checkbox"/>
Employment Information and Availability Page	Complete, Sign and Date	<input type="checkbox"/>
PCA Job Description	Read JD, Sign and Date	<input type="checkbox"/>
Direct Deposit Authorization	Complete, Sign and Date	<input type="checkbox"/>
	Attached Voided Check or Official Bank Form	<input type="checkbox"/>
403(b) Retirement Savings Plan Enrollment Form	Review the information	<input type="checkbox"/>
	Check the appropriate box (enroll/deny)	<input type="checkbox"/>
	Sign and Date	<input type="checkbox"/>
403(b) Acknowledgment Form	Sign and Date	<input type="checkbox"/>
Direct Support Professional and Homemaker Employee Policy and Procedure Handbook	Review Handbook (Keep for your reference)	<input type="checkbox"/>
	Sign and Date Acknowledgment (Return)	<input type="checkbox"/>
WC/Return to Work Policy Statement	Read, Sign and Date	<input type="checkbox"/>

C. Information for your Reference		
Safety Guidelines in Home Care, Calling 911, Observations to Report, Emergencies in the Home and Back Safety, Union Information	Read and understand contents	<input type="checkbox"/>
Payroll Schedule, Documentation Instructions	Review and understand contents	<input type="checkbox"/>

D. Background Study Instructions
<ol style="list-style-type: none"> 1. Thoroughly complete the Data Collection Form for the MN Department of Human Services Background Study. 2. Provide SEMCIL with a valid Driver’s License, Identification Card, or U.S. Passport for copying. 3. SEMCIL will provide you with a Fingerprint and Photo Authorization form for you to take to the nearest fingerprint location. 4. You will be required to pay the \$9.10 fee for the Fingerprint and Photograph service. This fee will be reimbursed by SEMCIL after 90 days of employment. You may pay this fee: <ol style="list-style-type: none"> a. Online using a credit or debit card via https://aps.3m.com/mnperlpub/registration webservice pci.pl b. By phone using a credit or debit card, Monday through Friday 8am to 5pm, 1-844-332-7671 c. At the fingerprint and photo location by check or money order. 5. Within the time period listed on the Authorization form, you must go to one of the following locations with the Fingerprint and Photo Authorization Form, identification and payment (if applicable). <ol style="list-style-type: none"> a. Steele County Recorder 630 Florence Ave, Owatonna b. Gundersen Tweeten Care Center 125 5th Ave SE, Spring Grove c. Home Instead Senior Care 304 6th St SW, Rochester d. International Quality Homecare Corp, 2801 W Oakland Ave Ste B, Austin e. International Quality Homecare Corp, 306 Main St Suite 4, La Crescent f. Northfield Care Center 900 Cannon Valley, Northfield 6. Once you have been fingerprinted, most background studies are completed within 24 hours. You will be notified by SEMCIL when you are able to begin working.