

LifeLong Advocacy, Inc.

43970 N Gratiot Ave – Clinton Twp, MI 48036
586-846-2457

NEW HIRE PACKET FOR EMPLOYEES

Please **check off** every document that is required BEFORE you turn in this New Hire Packet for processing. You **MUST** attach a copy of **ALL of the documents** requested EXCEPT for the Recipient Rights certificate. **You have 30 days** from the date you start working to take the **Recipient Rights** class.

- **Driver's License**
- **Social Security Card or Birth Certificate**
- **Recipient Rights – 30 days to complete class – No Appointment needed**
Go to website for available dates at: training.mccmh.net – No charge
- **First Aid Certificate – NO ONLINE CLASSES**
Call 586-465-8326 – No charge
- **CPR Certificate – NO ONLINE CLASSES**
Call 586-465-8326 – No charge
- **Bloodborne Pathogens – Go to: <http://plp.mivu.org> – No charge**
Must be OSHA/MIOSHA compliant

CPR AND FIRST AID CLASSES ARE **FREE**. Classes are held at the MCCMH Training Center – 6555 15 Mile Rd – Sterling Heights, located on the north side of 15 Mile Rd. between Van Dyke and Mound Rds. **RECIPIENT RIGHTS IS AT A NEW LOCATION:** 43800 Garfield Rd. (across from Macomb Intermediate) Clinton Twp., MI 48038

(The County recommends these classes because they are sponsored by the Red Cross and/or American Heart Association.)

Please note:

- **Do not fax** the New Hire Packet. We must have **ORIGINAL** signatures on all documents. Do **NOT** print out a New Hire Packet **on both sides of the paper—one side only**.
- You are required to fill in **ALL THE HIGHLIGHTED AREAS**.
- It can take up to **5 business days** to process your New Hire Packet – from the date you turn in **ALL YOUR REQUIRED DOCUMENTS**.
- **Do not schedule your caregiver/employee to work until you receive a call from LifeLong confirming that your employee is authorized to start working**
- **TURN IN COPIES OF ALL CERTIFICATIONS EVEN IF YOU WORK FOR ANOTHER EMPLOYER!**

If you should have any questions about the New Hire Packet or the required classes, please contact Pamela Goddard at LifeLong Advocacy, Inc.

586-846-2457

Do you work (or have you worked) for ANOTHER CONSUMER thru LifeLong? YES or NO

CONSUMER'S NAME: _____

Are you signed up with the Resource Center? YES or NO

BACKGROUND CHECK INFORMATION REQUIRED

PLEASE NOTE THAT BOTH STATE AND FEDERAL BACKGROUND CHECKS WILL BE PERFORMED.

If you have a Felony on your record, we cannot hire you.

This New Hire Packet will be destroyed in 90 days if it is not activated.

1. FULL NAME _____
2. Drivers License Number _____
3. Social Security Number _____
4. Birth Date _____
5. Phone Number (H) _____ (C) _____
6. Sex (required by State of Michigan) _____
7. Race (required by State of Michigan) _____
8. Consumer (person receiving your services) _____
9. **IMPORTANT! CONSUMER'S EMAIL ADDRESS?** _____
(This is for the auto-generated email program to notify you about certifications about to expire)

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

SIGN AND DATE BELOW

(Name) _____ (Date)

* The above signature must match signatures used on ALL data provided to this office.

*If you have any questions, and/ or to mail in New Hire Packet: Lifelong Advocacy, Inc. - c/o Pamela Goddard
43970 N Gratiot Ave - Clinton Twp - 48036 Call: 586-846-2457*

CONSUMER'S NAME: _____ **TELEPHONE #** _____

OFFICE USE ONLY - DO NOT WRITE BELOW

RRR _____ CALLED _____ MEDICARE/MEDICAID EXCLUSIONS (A) _____
 MEDICAID _____ CROSSREFERENCE _____ MDCH (A) _____
 NHP STATUS _____ I-CHAT ENT'D (A) _____
 BG COMPLETE - I-Chat _____ E-Verify I-9 _____ MCCMH ENT'D (A) _____
 ALERTS: PG _____ CONSUMER _____ OTHER _____
 A-NEW CONSUMER _____
 CREATED IN FIRST VOICE _____

Caregivers – please keep for future reference

Answers to some common questions

Regarding Time Sheets and Payroll:

Time Sheets are LEGAL documents. According to Medicaid Rules, *LifeLong Advocacy* **CANNOT ALTER TIME SHEETS IN ANY WAY EXCEPT TO FIX A MATHEMATICAL ERROR**. We cannot check off a box, change a time or even a date. We cannot sign paperwork for the employer or employee. If any of these are missing or incorrect we (by Medicaid Rules) must send the time sheets back to the employer to be corrected.

You cannot have 2 different services for the same date and time. **Per Medicaid Rules we cannot pay for two services performed on the same date and time.**

Example: January 1, 2016 - the time sheet shows from 3-5 o'clock the consumer had physical therapy and they also billed for CLS services. This is an error and we cannot pay for that time!

When are my time sheets due?

Your time sheets are due on the **16th** and the **1st** of each month.

What happens if I turn in my time sheets late?

Chances are, you will not get paid on the scheduled pay date, and if you have Direct Deposit it will not be put into your account. You will receive a paycheck by mail as soon as possible

When do we get paid?

Pay dates are on the **10th** and **25th** of each month.

If I have Direct Deposit when will my funds be in the bank?

They will be posted to your account on the **10th** and **25th** of each month. Please do NOT call our office the day before, asking if we are going to post your check sooner.

Do I get paid if any of my certifications expire?

Absolutely, no! We are not allowed to pay for any hours worked when you are non-compliant with the Medicaid Guidelines; and, when you finally get your updated certifications, **we cannot back pay you for the hours worked.**

It is up to both you and your employer to make sure that you are tracking when your certifications expire. LifeLong tries to assist in this process, but the responsibility is yours to maintain records. We do offer an auto-generated email reminder "First Voice" that will remind the employer in advance of the certifications expiring. Please call our office for more information if needed.