

WELCOME!

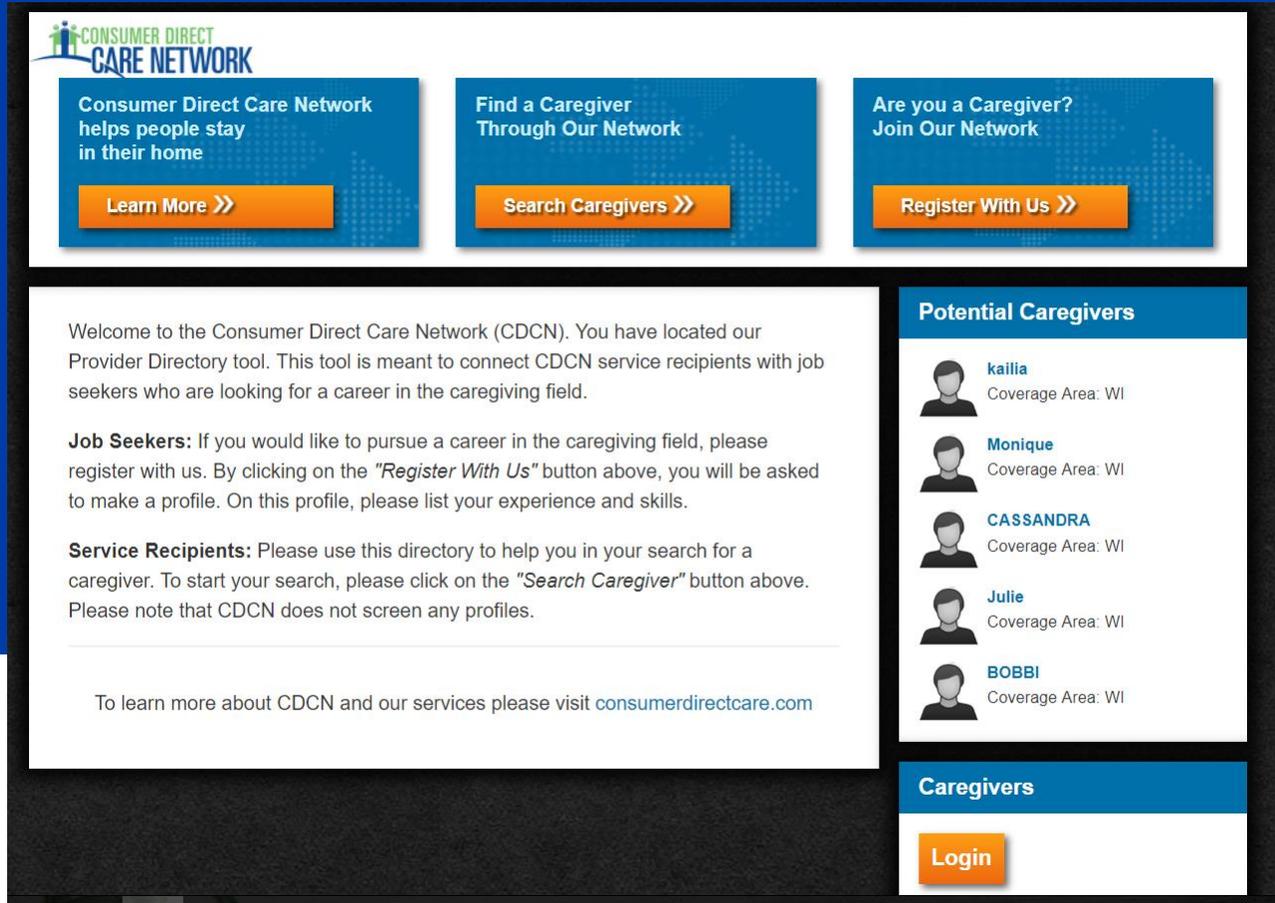


Figure 1: CDCN Provider Directory home page with Learn More, Search Caregivers, Register with Us, and caregiver Login

The Consumer Direct Care Network (CDCN) Provider Directory is a tool to help clients find caregivers. Clients using this site are responsible for interviewing, verifying provided information, ensuring background and reference checks are performed, and selecting an appropriate caregiver.

Each client is responsible for complying with all applicable employment and labor laws regarding any employment relationship established. Caregivers on this site are not CDCN employees. CDCN does not assume any responsibility for the accuracy or reliability of any information provided by caregivers.

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Note on Terminology:

People enrolled in a Medicaid program and who receive Consumer Direct payroll services are called a "Client" in this document.

Workers who provide services to the Medicaid recipient are called a "Caregiver" on the CDCN Provider Directory.

Caregiver Registration Steps

- 1. Hover your mouse over the Resources tab and then click Provider Directory (Figure 1)** on the Consumer Direct web page. This will open a new page.
- 2. Click on the Register with Us button** on the Provider Directory (Figure 2).
- 3. Click on the Register Now button (Figure 3)** to open the registration page.
- 4. Enter your email address (Figure 4).**
You must have an email address to register.
- 5. Enter your name, city, state, zip code, and phone number (Figure 4).**
A phone number is not required to register.
- 6. Fill out the Bio section (Figure 4).** Provide a description of who you are, your experience, and your availability. This is not required, however it will help potential clients get a better picture of who you are and if you can meet their needs.

Example Bio:

Hello, I am currently a student at CU Boulder looking for extra hours while I finish my degree in Nursing. I have cared for my grandmother with dementia for the last 3 years which has fostered my love for caring for others. I am available Mon, Wed, Fri from 11 am – 2 pm and Tues, Thurs from 5 pm – 10 pm. I would love to discuss your needs to see if we are a good fit!



Figure 1: Resources tab on CDCN web page



Figure 2: Register With Us button



Figure 3: Register Now button

Figure 4: Registration page demographic fields

Caregiver Registration Steps, cont.

7. **Select the checkboxes next to all the specializations that you have (Figure 5).**
8. **Select any certifications that you have (Figure 6).**
If your certification is not listed you can include it in your Bio description.
9. **Click the checkbox to Accept the Terms of Use and Privacy Policy** after you have read through the terms (Figure 7).
10. **Click the Join the Network button (Figure 8).**
A Thank You for Registering message will appear and a confirmation email will be sent to you.
11. **Click the link** in the confirmation email. A new page will open. It may take up to 3 business before you receive an email.
12. **Enter in a password and click set (Figure 9).**
13. **You can now sign in** to your profile using your email and the password you just created (Figure 10). *On your profile you can add a picture of yourself, update your bio section, select the service areas that you can work in, and more.*
14. **You will receive an email** when a client is interested in working with you. Please contact them within 3 days if you are interested.
15. **CDCN staff will review profiles** and contact caregivers every 90 days to ensure profiles are still active. Profiles will be removed if no response is received.

Figure 5: Specialization/Areas of

Figure 6: Certifications list and checkboxes

Figure 7: Accept the Terms of Use and Privacy Policy checkbox

Figure 8: Join the Network button

Figure 9: Set password fields

Figure 10: Sign in fields

Search for a Caregiver

1. **Hover your mouse over the Resources tab and then click Provider Directory (Figure 11)** on the Consumer Direct web page. This will open a new page.

2. **Click on the Search Caregivers button** on the Provider Directory (Figure 12).

3. **Enter your zip code and select the search radius** from the dropdown menu (Figure 13).
If you get too many caregivers try narrowing the search radius. If you do not get enough caregivers try increasing the search radius.

4. **Select the checkboxes next to the Type of Care criteria that you need (Figure 14).**
Try checking less boxes if you do not get enough caregivers in your search list. You must choose at least one checkbox.

5. **Click the Search button (Figure 15)** to bring up a list of caregivers who match the search criteria you selected.



Figure 11: Resources tab on CDCN web page



Figure 12: Search Caregivers button

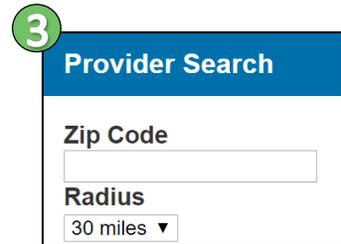


Figure 13: Enter zip code and select radius

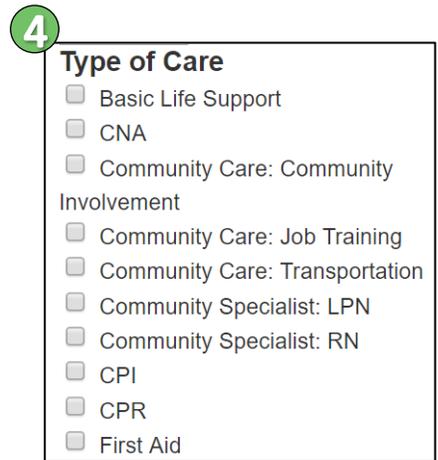


Figure 14: Type of Care list and checkboxes



Figure 15: Search button

Search for a Caregiver, cont.

6. Use the checkbox to select caregivers that you would like to talk to (Figure 16).

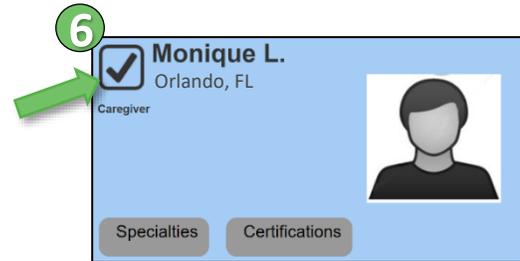


Figure 16: Checkbox on caregiver profile

7. Once you have selected all the potential caregivers, click the **Get Connected Now** button at the bottom of the page (Figure 17). A new page will open.



Figure 17: Get Connected Now button

8. Fill out your Preferred Hire Date and select a Care Type that matches closest to what you are looking for (Figure 18).

Figure 18: Select Hire Date and Care Type

9. Enter in your contact information including Email Address, First Name and Last Name (Figure 19). *If you do not wish to provide your full name (first or last) you can use an initial.*

Figure 19: Client Contact Information fields

10. Enter in your phone number and a best time to call (Figure 19). A phone number is required. *If you do not wish to provide your phone number, you may enter a generic 10 digit number and specify your contact preferences in the tasks and services needed box.*

11. Write a brief description about who you are and the type of services you are looking for (Figure 19).

Search for a Caregiver, cont.

12. The Providers You Requested section shows the names of the caregivers that will be sent an email with the information you provided (Figure 20). *If someone is listed that you do not want to contact, use the back arrow on your browser and unselect the caregiver profile.*

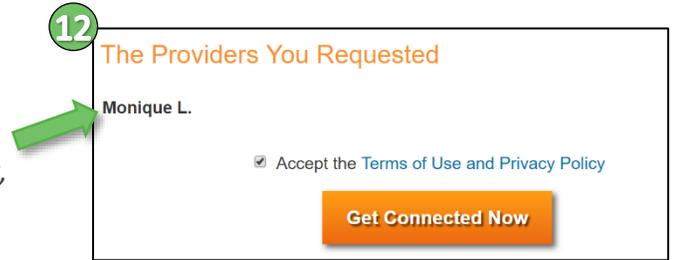


Figure 20: The Providers You Requested section

13. Click the checkbox to Accept the Terms of Use and Privacy Policy after you have read through the terms (Figure 21).



Figure 21: Terms of Use checkbox and Get Connected Now button

14. Click the Get Connected Now button (Figure 21).

15. An email will be sent to the caregiver letting them know you are interested in working with them (Figure 22). *Please note that Consumer Direct does not have any control over if a caregiver responds or not.*



Figure 22: Sample email sent to caregiver

16. If the caregiver is interested in working with you they will contact you using the contact information you provided.

17. Recruiting is an ongoing responsibility for every client. Remember to check the site regularly for new caregivers.

For any issues, profile removal requests, assistance, or general questions please email CDCN at: InfoProvDirectory@consumerdirectcare.com