

**SERVICE AND SUPPORT OF THE WHOLE PERSON.
DIGNITY OF CARE.
BUILDING OF COMMUNITY.**

Thank you for choosing JMJ Community Partners as your provider agency for HCBS Services and/or CFC services. Whether you're a family navigating support options for the first time or a JMJ Contractor providing direct care, we're honored to walk this journey with you.

At JMJ, we believe every person deserves to be seen, known, and supported throughout their lifespan. That's why we focus on:

- Person-Centered Care and Planning
- Support for the Whole Family
- Detailed Oversight throughout the Lifespan
- A community built on love, trust, and respect to foster lives that are marked by dignity, joy, and belonging.

This packet outlines the simple steps to get started.

Our goal? To make the onboarding process clear, supportive, and smooth.

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Steps join JMJ Community Partners and Receive Services

We are excited at the opportunity to work with and serve you at JMJ Community Partners. We are eager to provide quality care and oversight to support you and your family's growth and success.

Prior to beginning to provide services through JMJ there are a few steps to be taken:

- Plan to and execute communication with your Case Management Agency to formally request to transition services from your current PASA/provider agency to JMJ Community Partners (see below).
- Coordinate and communicate with any current direct care providers you are wishing to onboard with JMJ Community Partners.
- Gather, complete and send the necessary documentation to begin receiving services through JMJ Community Partners.
- Schedule a face-to-face initial meeting with JMJ Community Partners to confirm needs and preferences and identify a target date to begin services.

JMJ Individual/Family Documentation Needed:

To make sure we have all things necessary for a smooth transition to JMJ, the following documents are needed for all individuals and for all services through JMJ Community Partners:

- Individual Rights (reviewed and signed annually)
- JMJ Policies and Procedures (reviewed and signed annually)
- ID Card
- Service Plan
- Residency Agreement (DD only)
- Disaster Guidelines (DD only)
- Annual Physical including weight and Dental Evaluation (DD only)
- Physician Attestation Form (CFC, IHSS only)
- IHSS Authorized Representative (AR) Documentation (CFC, IHSS only)
- IHSS Care Plan (CFC, IHSS only)
- IHSS Health Maintenance Activities Documentation (CFC, IHSS-HMA only)
- Guardianship Paperwork (if applicable)

HERE IS A DRAFT THAT YOU CAN LEVERAGE AND SEND DIRECTLY TO YOUR CASE MANAGER AT YOUR CASE MANAGEMENT AGENCY:

Hello,

We are requesting to have a revision to [individual(s) name] Service Plan, as we are wanting to change provider agencies. The following services are looking to change on [date]. (Add applicable services and info here):

- Community Connector (CES)
or Supported Community Connection (SLS/DD)
- Extraordinary Cleaning (CES/SLS)
- Health Maintenance Activities (CFC)
- Homemaker (CFC)
- Mentorship (SLS)
- Personal Care (CFC)
- Residential IRSS (DD)
- Respite Individual, Day, or Group
(CES/SLS)
- Transportation (SLS/DD)

I am looking to change the above services from [current PASA name] to JMJ Community Partners with the remainder of available units for my plan year. Please note that I am including JMJ Community Partners leadership on this email to help with further communication and to ensure collaboration moving forward. We appreciate your help and would appreciate a response to indicate approval for this request.

Steps to join JMJ as a Contractor

We are excited and honored that you are looking to join JMJ Community Partners as a Contractor and support the work and mission of JMJ within our community.

Below are the steps you would take prior to providing services:

- Please see and complete the JMJ Employee or Contractor Documentation, Trainings, and Certifications needed.
- Coordinate a time with JMJ Leadership to complete JMJ specific onboarding training for any outstanding trainings you may have.
- Connect with JMJ Leadership and the JMJ Individual(s)/families you will be serving to identify a target start date and average hours worked per week.

Your Roadmap to Success

Timeline to join is roughly 4-6 weeks

- Begin conversation of becoming a Contractor or Employee with JMJ Community Partners. (1 week)
- Identify and interview with family's for services and supports (2-4 weeks)
- Complete documentation/paperwork (1 week)
- Complete trainings/certifications (2 weeks)
- Coordinate JMJ Introduction Meeting (final step to onboarding)

JMJ Employee or Contractor Documentation Needed

As an employee or contractor providing supports/services with JMJ Community Partners, we need the following documentation, trainings, and/or certifications sent to us for your personnel file:

- CAPS Check – Written Authorization Form
- JMJ Employee or Contractor Agreement
- Signed Job Description
- Reference Check Documentation*
- Drivers License
- Payroll Documents*
- Motor Vehicle Registration with 7 years of history (Transportation Services only)
- Copy of Car Insurance Policy (Transportation Services only)
- Copy of Car Inspection annually, if vehicle used in services is older than 5 years or a wheelchair vehicle (Transportation Services only)

There are specific trainings and certifications required to be completed for all employees or contractors as outlined in the JMJ Community Partners Employees or Contractor Agreement.

These trainings and certifications are needed prior to unsupervised services provided to JMJ Community Partners individuals. Trainings include:

Trainings

- JMJ New Employee/Contractor Orientation
- Person Centered Planning
- IHSS Attendant Training (CFC, IHSS only)
- IHSS Consumer Direction Orientation (CFC, IHSS only)
- Initial Homemaker Training (CFC, Homemaker only)
- Initial Personal Care Training (CFC, Personal Care only)
- IHSS HMA Delegation Training (CFC, HMA only)

Certifications

- CPR/First Aid/AED
- QMAP Certification (applicable to delivery of meds or monitoring in self-administration or all DD waiver providers)
- IHSS RN Competency Validation Certification (CFC, IHSS only)
- Initial Homemaker Competency Certification (CFC, Homemaker only)
- Initial Personal Care Competency Certification (CFC, Personal Care only)
- IHSS HMA Skills Demonstration Certification (CFC, HMA only)