

New Employee Submission Process **Employees can't start until a start date is given by CLN**

- Step 1: Employer should have the potential employee complete an application and check their references.
- Step 2: Employee and employer will sign the consent form for a criminal background check and send to CLN at timesheets@communityalliance.com or fax to 734-482-3894.
- Step 3: CLN will complete all required background checks. CLN will contact the Employer/Guardian. If the employee is in good standing after the checks, we will send out the employee packet. If the employee is not in good standing, we will inform you that they can't proceed. If there is a minor issue on their record we will send out an acknowledgement letter for you to sign and return before their payroll can be processed.
- Step 4: When you submit the employee packet be sure the date that is being signed is after the date you received the "ok to proceed" from CLN. The employment agreement needs to be dated after the background check has been completed.
- Step 5: Submit proof of completion of all required trainings to CLN. Training attendance is paid, record name of training on your timesheet/progress note.
- Step 6: CLN will call and give you the approval and start date for the employee to start working and follow up with a letter. CLN will not pay the employee for any Medicaid approved service prior to this date. Training hours prior to this date will be paid the first payroll after the employee has met the qualified status under Medicaid standards. At this time, we will enter them into our payroll system.
- Step 7: Employee will record their hours and progress notes for each shift worked. They will submit complete and accurate timesheets for payment by the due date after each pay period. CMH set timelines for submitting billing claims. If you submit beyond this time frame CLN won't be able to pay the hours worked, you will need to find other funds to pay the employee.
- Step 8: Employee will stay current with all required trainings. Use the CLN training record tool to see when the employee's training will expire. Do not wait until they have expired before updating the training. When the employee is not current with training they are considered not qualified under Medicaid standards.