PCA New Hire Orientation Flow Chart

**FI sends to Consumer**
- *Consumer Notice for New PCA Orientation*
- *Consumer Options Form*
- *Frequently Asked Questions*

**Consumer reviews notices and discusses with PCM**

**Consumer chooses Consumer taught and returns Consumer Options Form to the FI**

**FI informs Homecare Training Benefit of Consumer taught options (every Friday)**

**Homecare Training Benefit sends Orientation packet to Consumer by Monday. Packet includes:**
- Curriculum
- PCA Handbook
- Form for Consumer to Notify FI that the consumer taught Orientation has been Completed
- 1199 SEIU resource
- PCA WF Council flyer

**PCA New Hire Orientation**
3 Hours

**TUF inputs PCA completion date into FI New Hire database**

**Consumer sends Form for Consumer to Notify FI that the Consumer taught Orientation has been completed to FI by Monday after the close of the current payroll period**

* notice is specific for Pilot period and will be replaced by 30 day, 3 month, 5 month notices following pilot period.