

- Provide signed FMCS enrollment documents to your assigned Enrollment Coordinator in a timely manner
- Ensure staff have current CPR and First Aid certifications with in-person/hybrid training that meet DDA requirements
- Familiarize yourself with the new hire packet by watching the [Employee Onboarding Success video](#)
- Submit new hire packets for staff to FMSNewHirePackets@thearcCCR.org (for efficient processing, please submit one completed packet per email)
- Staff should complete their background check link promptly
- Follow up in a timely manner with any new hire packet edits requested by our Employee Onboarding Team
- Staff should not start providing services without receiving an employee clearance verification form from our employee onboarding team
- Work closely with your Coordinator of Community Services (CCS) to develop a budget that aligns with the services DDA has approved in your PCP
- Read the [Employer Handbook](#)
- Familiarize yourself with our system, FMS Engine (FMSE), by watching [FMSE Training Videos](#) via our website
- Learn more about [ZenDesk](#), our customer service ticketing system
- To update employees' information, including address changes, service codes, and pay rates (in alignment with the budget) please submit an [Employee Change Form](#)
- Track your budget in FMS Engine via the [Participant Dashboard](#) module in FMSE
- When corresponding with the FMCS, it is best practice to include your CCS and Support Broker (when applicable)

For staff that will receive mileage reimbursement, ensure current Driver's License and Auto Insurance are submitted to FMSMileage@thearcCCR.org