

➔ **Do not** have new employees work until Leonard Consulting has recorded all required paperwork, the Background Screening Application is entered in the Office of Licensing's DACS System & the employee has completed the DACS Disclosure Survey.

➔ The 30-day SUPERVISED grace period for new employees does not start until our office has received all required paperwork, and employee completes the DACS Disclosure Survey and our office gives the employer a start date.

➔ Please make copies of all forms to keep for your records.

**We need the following from the employee:**

- ❑ **W-4** (2022 Version)
- ❑ **I-9** Employment Eligibility Verification  
Page 1 is signed by the employee,  
Page 2 is signed by the employer.
- ❑ **Background Screening Application\***  
(September 2019 Version, Only Accepted)  
Sections 1 – 5 are completed and signed by the employee. Everything below "To be Completed by Program Representative" is filled out by Leonard Consulting.  
➔ Use the YOUTH September 2019 form, for employees under 18 years old.
- ❑ Clear Photocopy of the **employee's Social Security Card**
- ❑ Clear Photocopy of the **employee's current Driver's License** (or State ID)
- ❑ **2-9 EA January 2021** Employment Agreement  
Each page needs to be initialed by the employee. Fill in the pay rate. The last page is signed by the employee and employer.
- ❑ **Direct Deposit Form** (Optional)  
Attach a voided check, or routing and account number.
- ❑ 2-9C / Code of Conduct are for your records, and are to be reviewed by your support coordinator.

*\*After submitting the BCI Form, driver's license and social security card to our office, New Employees must complete the Disclosure Survey, emailed from the Office of Licensing/DACS (noreply@innovativearchitects.com)*  
Applicants will also be able to access the Disclosure Survey through this link:

<https://www.utdacs.com/UTDHS-Pub/ApplicantDisclosure>

*All employees, 18 years old and older, including family members, will need to complete the LiveScan process. Take the LiveScan Fingerprint Authorization Form and continue the process at one of the approved locations. No Fingerprint cards are accepted.*

Paper Timesheets (EVV Exempt Only):

- ❑ Include date, service code, Start & End times, pay rate, and explanation of service.
- ❑ Paper Timesheets are signed by both employer and employee.
  - ➔ Paper Timesheets for the 1<sup>st</sup> – 15<sup>th</sup> are due by the 19<sup>th</sup>
  - ➔ Paper Timesheets for the 16<sup>th</sup> – End of the Month are due by the 4<sup>th</sup>

EVV/Therap:

- ➔ Please see other side.

**Do not have employees start until Leonard Consulting has recorded all required paperwork, including a complete background screening application and the completion of DACS Disclosure Survey.**

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## EVV/Therap New Employee Attachment

As you know from previous Leonard Consulting communications, Electronic Visit Verification (EVV) has started and is required to be submitted through the Therap program. Employees who do not live in the same household as the client, or have not submitted a completed live-in exemption that meets the qualifications, **are required to use EVV**. Once employee paperwork is complete, they will have access to Therap and need to record hours worked using the Therap app.

*Starting with employee time worked October 1, 2021, we will no longer accept paper timesheets for employees required to do Therap.* However, if an employee has completed an EVV exemption form and qualify for an exemption, please have those specific qualified employee(s) continue submitting paper timesheets.

If your employee is not exempt and thus needs to use Therap, please the review Therap materials available on our website at <http://leonardconsultingllc.com/EVV.html>

### Required Employer Therap End of Pay Period Certification:

- Employers must review the accuracy of each employee's Therap entries and record the End of Pay Period Certification through Therap on the last entry of the pay period for each employee.

### NEW:

- ➔ End of Pay Period Certification for the 1<sup>st</sup> – 15<sup>th</sup> time entries are **due by the 17<sup>th</sup>**
- ➔ End of Pay Period Certification for the 16<sup>th</sup> – End of the Month time entries are **due by the 2<sup>nd</sup>**

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We are also hosting Zoom Open Houses for Parents. If in need of additional assistance. Please join one of the following meetings:

- Tuesday, March 1, 8, 15, 22, 29<sup>th</sup>, 10 am – 12pm
  - In your browser go to <https://zoom.us/signin>, and click “JOIN A MEETING” at the top of that page
  - Webinar ID: 995 4462 0424 and Passcode: 922262
  - OR call in at +1 (669) 900-9128
    - Webinar ID: 995 4462 0424 and Passcode: 922262
- Thursday, March 3, 10, 17, 24, 31<sup>st</sup>, 3 – 5pm
  - In your browser go to <https://zoom.us/signin>, and click “JOIN A MEETING” at the top of that page
  - Webinar ID: 974 0906 9594 and Passcode: 526717
  - OR call in at +1 (669) 900-9128
    - Webinar ID: 974 0906 9594 and Passcode: 526717