

- 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 SDSNewHirePackets@fello.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](https://Zendesk.com), 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)
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For staff that will receive mileage reimbursement, ensure current Driver's License and Auto Insurance are submitted to SDSMileage@fello.org