

**ADvantage Program**  
**Consumer-Directed Personal Services and Supports**  
**(CD-PASS) Personal Services Assistant (PSA)**

**EMPLOYER HIRING CHECKLIST**

This form along with the following information can be faxed to LTCA at (918) 879-1267 or sent to LTCA 130 N. Greenwood, Tulsa, OK 74120.

Employee Name: \_\_\_\_\_

- Appointment of Agent (ONE TIME ONLY)
- Acknowledgment of Employer Training (ONE TIME ONLY)
- Personal Services Assistant Application for Employment
- Employment Application Supplement
- Criminal History Information and Qualification Report
- Oklahoma State Department of Health Nurse Aide Tracking Form
- OSHA Notice
- Individual Provider Contract (**Fax in copy and mail original**)
- Liability Notice to Employees
- Notice of Employee Pay Rates
- I certify the following:
  - Copy of Universal Precautions training, Statement of Confidentiality provided to applicant
  - Applicant's signature obtained to acknowledge receipt/understanding of each of these documents
  - Signed document copies available in personnel file for administrative review
  - Agreement to terms of employment was discussed and completed with employee

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date