

Care Match is within the <u>Accra Access Portal.</u> To gain access, please submit this <u>webform request</u> and an Accra employee will connect with you regarding Care Match.

**Responsible Party Requirements** – Care Match is available to all active Accra clients.

#### **Registration:**

The invitation email will have two hyperlinks in them

- 1. The first hyperlink will take the user to the account creation page
- 2. The second hyperlink will direct the user to the sign in portal.

Username: Will always be the user's email address on file.

Password: User will create one that is ten or more characters.

#### Save your log-in information. You will need to log back in to manage your job posts and update them from private to public.

Email <u>AccraCareMatch@accracare.org</u> for any questions regarding Care Match.

It is highly recommended to avoid using Care Match on a mobile device. Use on a laptop or desktop maximum performance.



Job Posts – There will be one job to manage for each service received from Accra.

- Direct Support Professional = 245D and FMS
- Personal Care Attendant = PCA, and CFSS Agency
- Homemaker = Homemaking

accra		Care Match (03)	7264)		~	CMM Care Match Match -
		HOME	TIME ENTRIES	RESOURCES	CARE MATCH	
			JOB POSTS	CARE SEARCH		
ALL OPENED CLOSED						
PENDING HIR APPREVIAL		PENDING HR APPROVAL				
Direct Support Professional	Direct Support Professional	Homemak	er			
Rivate 0 applicants	Reprivate 2 Applicants	💐 Private	0 applicants			
9 12600 WHITEWATER DR. SUITE 100 Minnetonka, MN 55343	(866) 935-3515 MONTHURS.   8A FRL   8AM to 4PM	M to 4:30PM				

**Job Overview** – Only the Responsible Party can make updates and changes to the job. Every change request will go through Human Resources review and approval. Once approved, log in to make job public.

accra	Care Match (037264) ~				CMM Care Match Match		
	HOME TIME EN	NTRIES RI	Resources	CARE MATCH			
	19 BOL	OSTS CA	ARE SEARCH				
THIS JOB POSTING IS OPEN						CLOSE	
🗕 Job Overview	Request C	hange Jo	ob Details	;		· · ·	
mu Direct Support Professional		CLIEI 0 - 5	ENT AGE GROUP			Private Public	
DESCRIPTION Needing care for an older client, need assistance with bathing, lifting and running errands. Will re	quire a valid DL and driving client					By making your job public, it will be listed in the lob Directory. Caregivers can contact you about job openings using your email, 2009;000/2010;2000;2010;2010;2010;2010;2010;	
arbund.		PRIM	MARY LANGUAGE lish			HOURS 5	
		REQU	UIRES DRIVING				
		SHIF No si REQL No re	FT TIME OF DAY shift time of day ha UIRED CARE required care has b	as been entered een entered			
• 2600 WHITEWATER DR. SUITE 100       • (866) 935–3515    Minnetonka, MN 55343 MONTHURS,   8AM    FRL   8AM to 4PM	to 4:30PM					G 2024 ACCRA CARE, INC.	

accrahomecare.org | Accra provides homecare services in every Minnesota county



Viewing Caregivers – Click on any caregiver to see their profile overview.





Favorite Caregivers – Responsible Party can favorite caregivers to review later.



**Toggle to Favorites** – Responsible Party can toggle 'All' to 'Favorites' to review all favorited caregivers.

3							CMM Care Match Match
	HOME	TIME ENTRIES	RESOURCES		ARE MATCH		
		JOB POSTS	CARE SEARCH				
							ALL FAVORITE
	EV My in in Dre Dre	velin name is Evelin Ortiz, I cu accra PCA. My experience essing, grooming, bathin LO miles away	rrently have 2 gears w a are providing support g and toileting. Im curr © Pai	vorking in entL t Time			



Home – Contains Accra contact information and important announcements

**Time Entries** – Manage caregiver timesheet approvals

**Resources** – Specific Accra program documents such as payroll calendars, W9, Time off requests, termination, direct deposit form, policies, etc.

	Care Match (03	37264)		~
_	HOME		RESOURCES	CARE MATCH

**Responsible Party for Multiple Clients** – At the top of the Menu Bar, click the drop down and toggle between all clients shown to switch between Care Match accounts.



Email <u>AccraCareMatch@accracare.org</u> for any questions regarding Care Match.