



Care Match – Responsible Party User Guide

Care Match is within the [Accra Access Portal](#). To gain access, please submit this [webform request](#) 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.

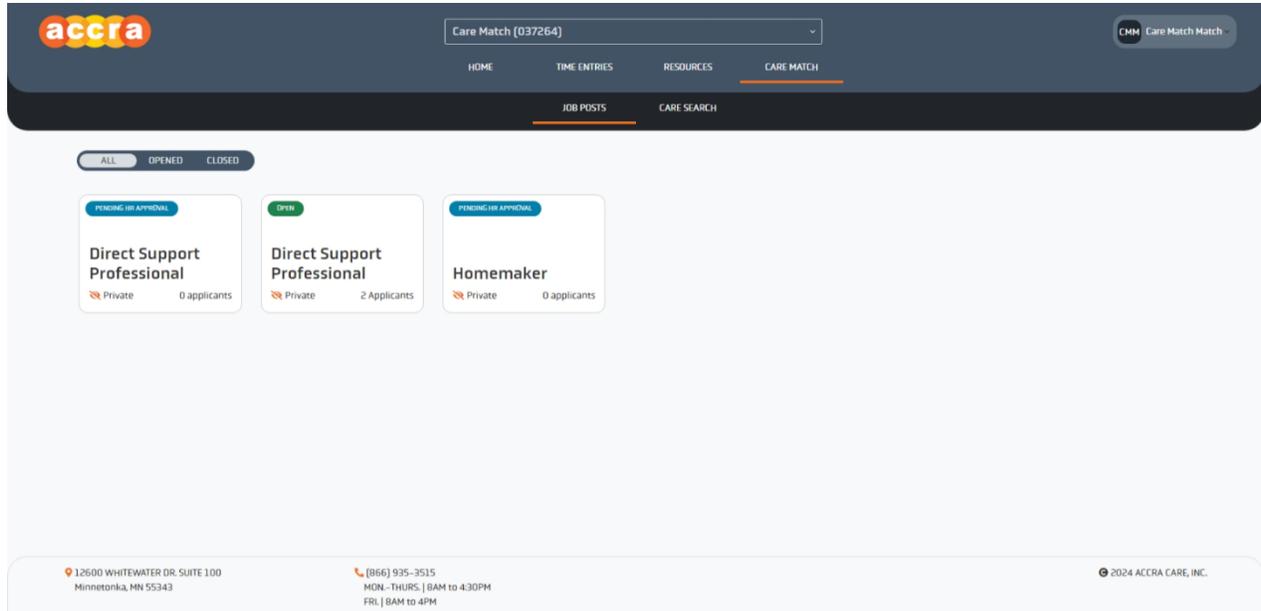
Email AccraCareMatch@accracare.org for any questions regarding Care Match.

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

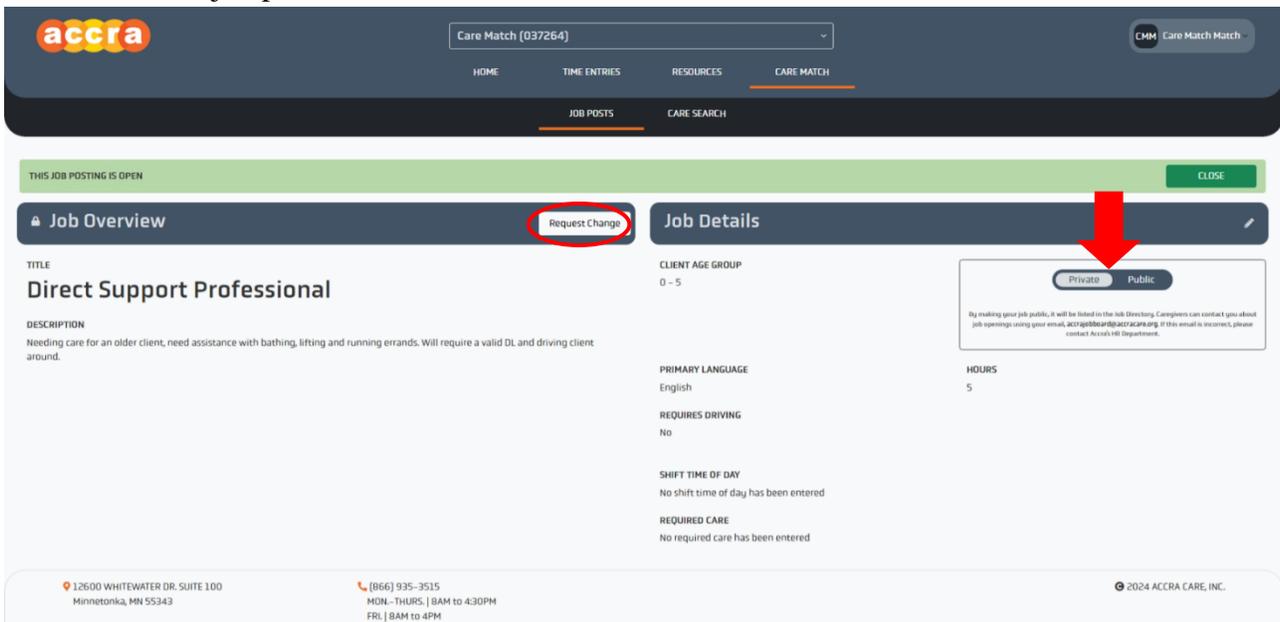
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Job Posts – There will be one job to manage for each service received from Accra.

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

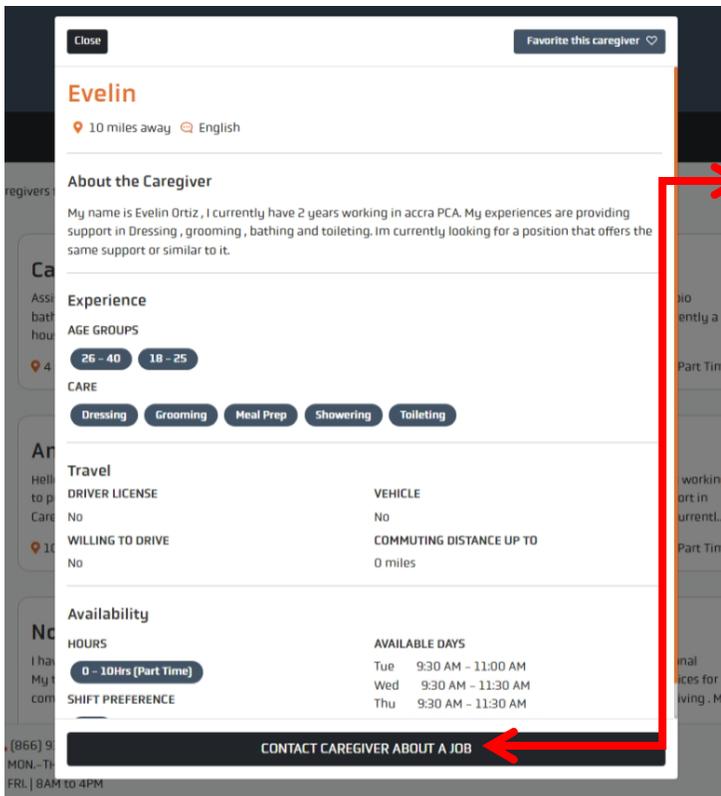
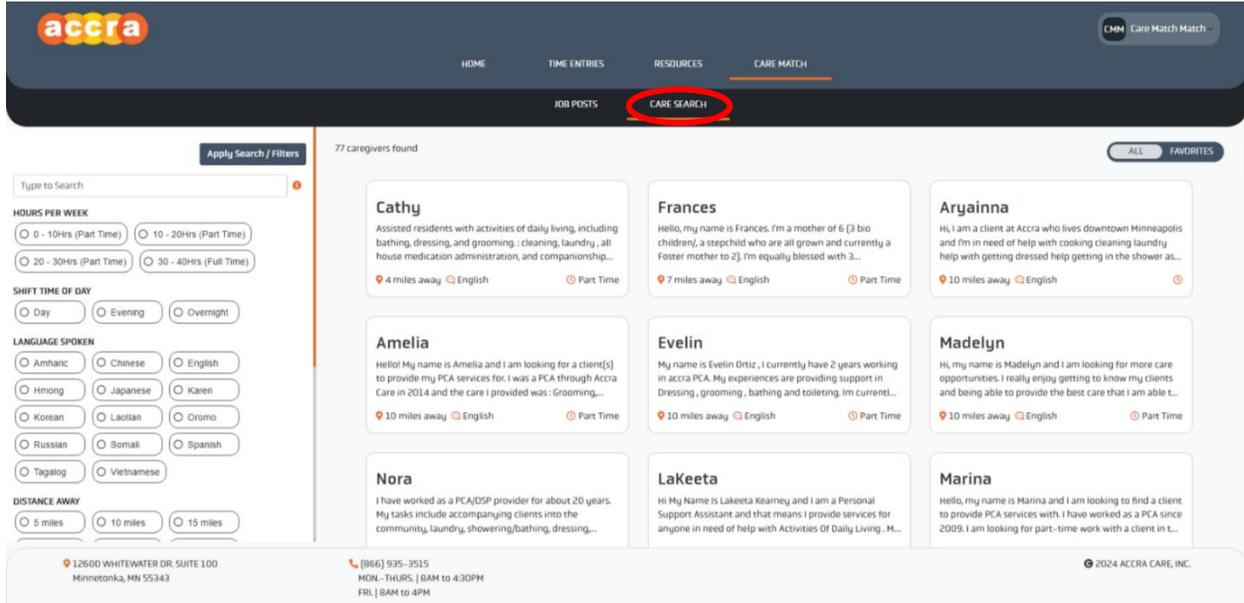


Job Overview – Only the Responsible Party can make updates and changes to the job. Every change request will go through Human Resources review and approval. Once approved, log in to make job public.



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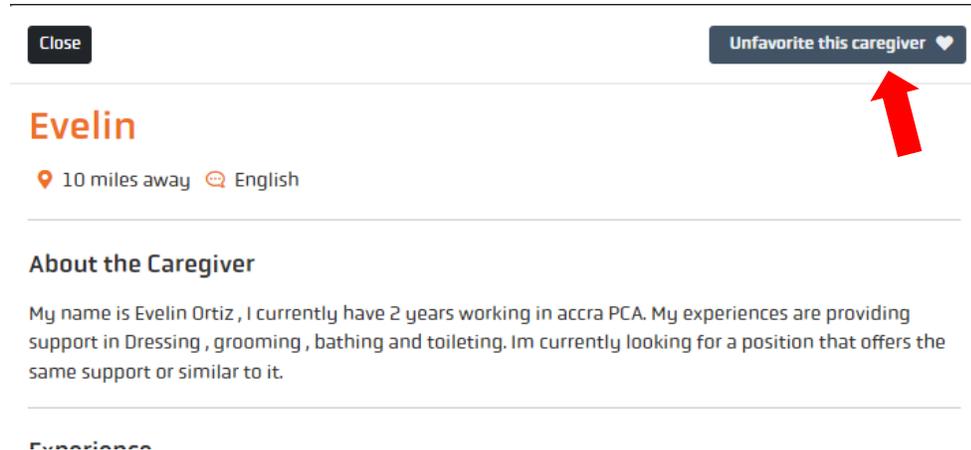
Viewing Caregivers – Click on any caregiver to see their profile overview.



Contacting the Caregiver – If interested in the caregiver, Responsible Party can click ‘contact caregiver’ to email them. Interviewing is optional; it is recommended to have a conversation to ensure an overall fit.

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



Close Unfavorite this caregiver 

Evelin

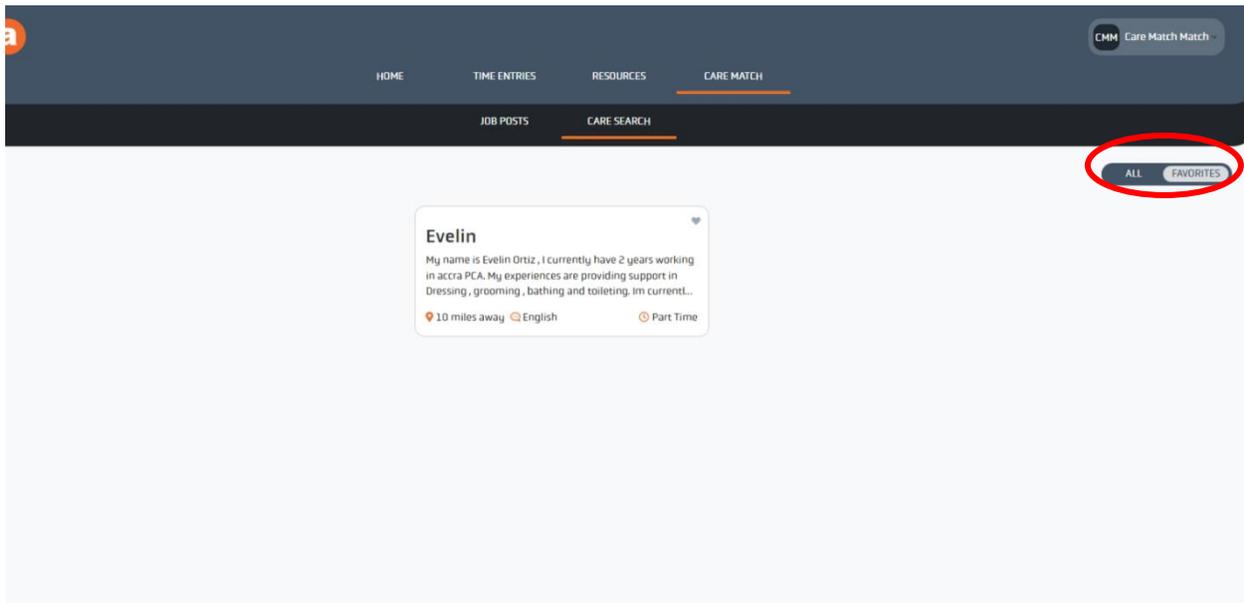
 10 miles away  English

About the Caregiver

My name is Evelin Ortiz, I currently have 2 years working in accra PCA. My experiences are providing support in Dressing , grooming , bathing and toileting. Im currently looking for a position that offers the same support or similar to it.

Experience

Toggle to Favorites – Responsible Party can toggle ‘All’ to ‘Favorites’ to review all favorited caregivers.



accra CMM Care Match Match

HOME TIME ENTRIES RESOURCES CARE MATCH

JOB POSTS CARE SEARCH

ALL FAVORITES

Evelin

My name is Evelin Ortiz, I currently have 2 years working in accra PCA. My experiences are providing support in Dressing , grooming , bathing and toileting. Im current...

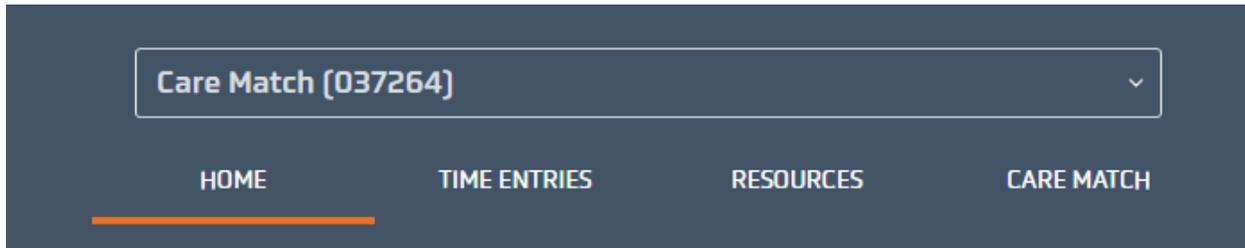
 10 miles away  English  Part Time

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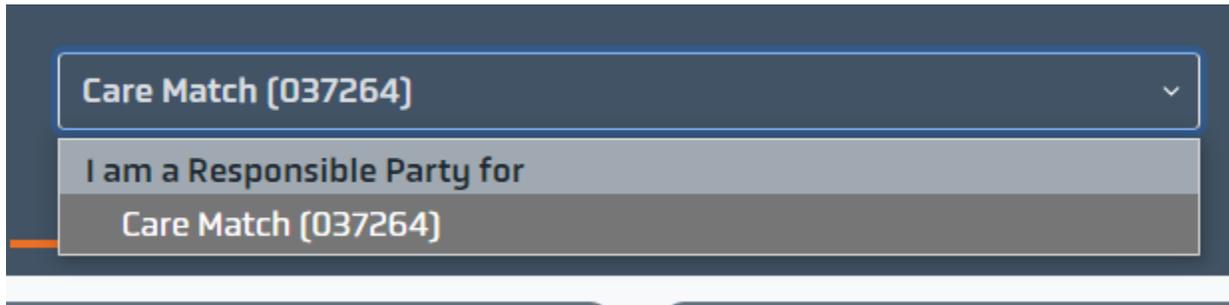
Home – Contains Accra contact information and important announcements

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.



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.



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