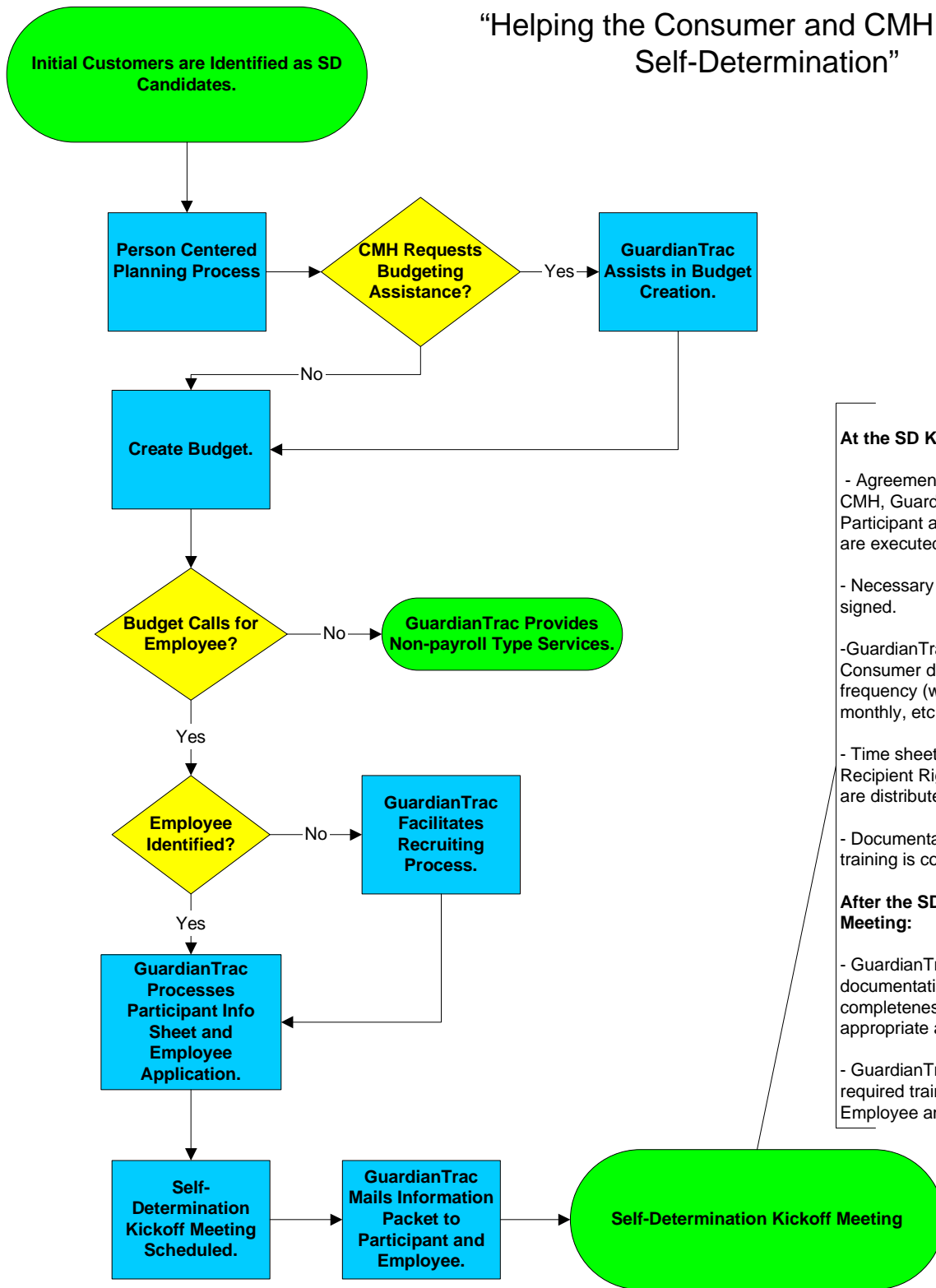


## “Helping the Consumer and CMH Execute Self-Determination”



### At the SD Kickoff Meeting:

- Agreements between CMH, GuardianTrac, Participant and Employee are executed.
- Necessary tax forms are signed.
- GuardianTrac and Consumer determine payroll frequency (weekly, bi-monthly, etc.)
- Time sheets, handbooks, Recipient Rights manuals are distributed to employees.

- Documentation of required training is collected.

### After the SD Kickoff Meeting:

- GuardianTrac reviews documentation for completeness and takes appropriate action.
- GuardianTrac coordinates required training with CMH, Employee and Trainers.

