

Topic:	Personal Support Worker Employment Services Enrollment
Date Issued/Updated:	11/4/2016, Updated 05/25/2018

Overview

Description: Personal Support Worker Enrollment and Qualification to Provide Employment Services to People with Intellectual or Developmental Disabilities (IDD)

Purpose/Rationale: The Department of Human Services (DHS) requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are trained under competency-based training standards. As a step toward meeting this requirement the DHS adopted [Core Competencies and Training Standards for Supported Employment Professionals](#) dated 12/5/2013. Note: per the Collective Bargaining Agreement and OAR 411-345, the only employment service PSWs may provide is Job Coaching.

Applicability: Personal Support Workers who deliver the employment service Job Coaching, Community Developmental Disabilities Programs, Brokerages, Office of Developmental Disabilities Services.

Procedure(s) that apply:

Employment Service Provider Enrollment - PSW

To enroll as a Personal Support Worker (PSW) to deliver the employment service Job Coaching, the following is required:

The provider must contact the local CDDP or Brokerage. The CDDP or Brokerage will then:

- Have the provider complete a criminal history background check for the job coaching work being completed. These will need to be completed every two years to remain in compliance with OAR 407-007. Background checks may take up to six (6) weeks. The provider MUST have this completed BEFORE they contact any client of ODDS.
- Provide the provider with a Provider Enrollment Application and Agreement (PEAA or PEA).

The provider will need to provide the following:

- Legal name and valid address
- Social Security number or Tax Identification Number
- Contact information such as phone number and email address



**Personal Support Worker (PSW)
Provider Enrollment Application and Agreement**
(Revised 06/29/2016)

This Provider Enrollment Application and Agreement (Agreement), sets forth the conditions and agreements for being enrolled as a Medicaid Personal Support Worker (Provider) with the State of Oregon Department of Human Services (DHS), Office of Developmental Disabilities Services (ODDS) and to receive a Provider number in order to receive payment for services furnished by the Provider to approved Medicaid eligible individuals (Recipients) in Oregon. Payments for services are made using federal Medicaid and state funds.

Type of Action Requested

- New Enrollment: _____
- Provider Name Change: Provider #. _____
- Renewal or re-enrollment, Provider #: _____
- Revalidation (only when requested by DHS): Provider#. _____

Provider Type Requested (Mark All that Apply)

- PSW Domestic Employee (84-803)
- PSW Children Intensive In-Home Services (84-801)
- PSW State Plan Personal Care (84-800)
- PSW Enhanced Skills (84-806)
- PSW Exceptional Skills (84-807)
- PSW Employment Job Coach (84-809)

Provider Information

- Disclosure of Social Security Number is required pursuant to 41 USC 405(c)(2)(C)(i) for the purpose of establishing identification, 42 CFR 455.104 and 455.436 for the purpose of exclusion verification and 26 CFR 301.6109-1 for the purpose of reporting tax information. DHS may report information to the Internal Revenue Service (IRS) and the Oregon Department of Revenue under the name and Social Security Number (SSN) provided below.

Be sure to check the appropriate Provider Type Requested (circled in image above). At the time of enrollment, or renewal, a new specialty will be added to the provider profile in eXPRS. Without this new specialty code attached to the provider's profile, they will NOT be able to bill for Job Coaching services as an authorized provider of Employment Services.

The CDDP or Brokerage will submit the completed forms to the Office of Developmental Disabilities Services for processing. Once all documents have been reviewed and approved, a Provider Identification Number will be issued. **IMPORTANT:** To maintain this provider specialty, the provider must complete the Core Competency and Training Standards outlined below.

Once the Provider ID number is obtained, and an individual for which the PSW will provide support has been identified, the new provider must enroll with the current Fiscal Management System (FMS). The FMS issues payments for services delivered by PSWs, and therefore enrollment is required to get paid. Ask the CDDP or Brokerage how to enroll with the current FMS.

Providers will also want to enroll in the eXPRS system. eXPRS enrollment is only required upon initial enrollment, not for every client. This enrollment is to enable providers to have access to the eXPRS payment system to directly submit the service delivery dates and time worked information needed for services delivered to the customers who employ them, which is then used to create claims. These claims in eXPRS are what will generate the payment the provider will receive from the designated fiscal intermediary or fiscal management system agent.

The eXPRS User Enrollment form for PSW providers is available here:
<http://apps.state.or.us/exprsDocs/EnrollIndividualProviderUserPSW.pdf>

Instructions on how to complete this form are available here:

<http://apps.state.or.us/exprsDocs/EnrollIndividualProviderUserPSWInstructions.pdf>

Oregon Home Care Commission (OHCC) Registry Enrollment: This enrollment is optional, but HIGHLY recommended. This enrollment is to establish the provider's profile on the OHCC Registry and Referral System. This enrollment must be completed IF the provider wants to be active in registry searches for other potential PSW employment opportunities. The OHCC Registry and Referral System website can be found here: <https://www.or-hcc.org/>

Core Competency and Training Standards

All new Personal Support Worker Job Coaches are required to complete a minimum of one (1) Department Approved Supported Employment training before they can enroll as a PSW Job Coach. Verification of initial training must be sent to EmploymentTraining.Review@dhsosha.state.or.us. The online Core Competency Modules, described below, will satisfy this initial training requirement if all 12 modules are completed.

Every Personal Support Worker Job Coach must demonstrate the Core Competencies and Training Standards within one year of employment. Core Competency Modules are described in [APD-AR-17-020](#): Core Competency Training Requirements for Employment Professionals, must be completed within the first 12 months. ***DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met.***

Annual Continuing Education Requirement

Every Personal Support Worker Job Coach must complete 12 hours of Department Approved Supported Employment training annually as a continuing education requirement.

Renewing Certification

Every two years verification of training requirements met is required. Verification of continuing education training must be submitted to: EmploymentTraining.Review@dhsosha.state.or.us. Please indicate that the verification is for renewal of certification.

Form(s) that apply:

DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met upon request from any source.

Information regarding Department Approved competency-based training courses that will satisfy initial and ongoing training requirements is available on <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx>.

Definition(s):

"Employment Professional" means an employee of an agency service provider, an independent provider, or an employee of an independent provider who has the qualifications and training to provide employment services under OAR 411-345, including individual employment support,

small group employment support, discovery, or employment path services. PSW Job Coaches who deliver Job Coaching under OAR 411-345 are considered Employment Professionals.

"Independent Provider" means:

- (a) A personal support worker; or
- (b) An independent contractor delivering services including nursing services, discovery, job development, or behavior consultation.

Reference(s):

- [Executive Order 15-01](#)
- Oregon Administrative Rule (OAR) 411-345 Employment Services for Individuals with Intellectual or Developmental Disabilities
- [Core Competencies and Training Standards for Supported Employment Professionals.](#)
- Transmittal [APD-AR-15-004](#): Training and Credentialing Requirements for Employment Service Providers
- Transmittal [APD-AR-17-004](#): Core Competency Training Requirements for Employment Professionals

Frequently Asked Questions:

Q: Where can I find training in my area?

A: The list of Department Approved Training Courses may be accessed on [Oregon.gov](#). There are a variety of courses available, including in person and online courses, and include some free courses.

Q: Can a PSW begin Job Coaching before they have completed all of the First Year Requirements?

A: Yes! A PSW may begin delivering the service Job Coaching before satisfying the first year training and competency requirements. A competency based training must be completed prior to enrollment, and all 12 Core Competencies and Training Standards of Supported Employment Professionals must be demonstrated within one year.

Q: Does a PSW have to complete a new Provider Enrollment Agreement (PEA) to provide Job Coaching services to a client they are already serving?

A: Yes. The Job Coaching specialty code will not be added to a provider's enrollment without the appropriate training verification.

Q: Will I need to submit a Provider Enrollment agreement to both my local CDDP and Brokerage if I want to serve clients through both?

A: No. A separate enrollment is NOT required for CDDP and Brokerage clients, as the individual is enrolling with the State of Oregon Department of Human Services.

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