

# Information Memorandum Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:**  
**Issue date:**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Inactivating Personal Support Workers

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                              | <input type="checkbox"/> County Mental Health Directors                                  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities             | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input checked="" type="checkbox"/> County DD program managers          | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                            |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): DD Providers        |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Message:**

In order to comply with rule OAR (410-120-1260 (15)), (411-031-0040(8)), (411-020-0010(1)(b)), ODHS will inactivate PSW and Employment relationships if there is no activity in 18 months.

If a PSW has not delivered a service or entered billings in eXPRS in 18 months for the individual they have established an employee-employer relationship, their provider number will be inactivated, and the employee relationship ended with PPL.

If a PSW is inactivated and chooses to begin to work again later, they must begin enrollment once again, including a new Provider Enrollment Application & Agreement (PEAA) submitted to their case management entity or directly to the PSW Enrollment team ([PSW.Enrollment@dhsosha.state.or.us](mailto:PSW.Enrollment@dhsosha.state.or.us))

Additionally, they must attend the required trainings, complete new employer-employee documents, and required background checks.

If you are a PSW providing services to multiple individuals and you have not worked with one individual for over 18 months your account will not be inactivated but the

employer-employee relationship will be ended for the one individual. New paperwork through PPL will need to be completed to re-establish the relationship in eXPRS.

*If you have any questions about this information, contact:*

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