

Information Memorandum Transmittal Developmental Disabilities Services



Lilia Teninty

Authorized signature

Number: DD-IM-21-081

Issue date: 9/13/2021

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 [OAR 411-375-0070](#), 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 at least one of the individuals 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). A notice will be sent to the PSW when their provider number has been inactivated and they will be given to the end of the respective month for their provider number to remain active. For example, we will be sending out notices at the beginning of the month and their approval to work will be ended at the end of the month.

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.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call 971-277-2343 using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

If you have any questions about this information, contact:

Contact(s): Vanessa Richkind	
Phone:	Fax:
Email: Vanessa.Richkind@dhsoha.state.or.us	