Developmental Disabilities Services

Lilia Teninty

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Number: APD-AR-17-010
Issue date: 2/10/2017

Topic: Developmental Disabilities
Due date: 3/15/2017

Subject: New Personal Support Worker Provider Enrollment Application and Agreement

Applies to (check all that apply):
- All DHS employees
- Area Agencies on Aging
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD Program Managers
- ODDS Children’s Residential Services
- Child Welfare Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive In Home Services
- Stabilization and Crisis Unit (SACU)
- Other (please specify): Support Services Brokerages, SCs/PAs, Provider Enrollment Unit, SEIU

Reason for action:
Office of Developmental Disabilities Services has updated the Personal Support Worker (PSW) Provider Enrollment Application and Agreement (PEA).

Action required:
Starting January 1, 2017 for new PSW enrollments and renewals PSWs must begin using the PSW PEA with the revision date of 6/29/2016.

The updated PSW PEA can be found on the PSW Resources Site.

The PSW PEA can also be found on the DHS forms server and directly at:
- Personal Support Worker Provider Enrollment Application and Agreement WORD
- Personal Support Worker Provider Enrollment Application and Agreement PDF

ODDS will continue to accept the previous version of the PSW PEA through March 14th, 2017.

Starting March 15th, 2017 ODDS will only accept the PSW PEA with the revision date
of 6/29/2016. Any PSW PEAs submitted on a previous version will be returned to the PSW and could delay enrollment or cause a lapse in the PSW’s provider number.

Field/stakeholder review:  ☐ Yes  ☒ No

If yes, reviewed by:

If you have any questions about this action request, contact:

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<tr>
<th>Contact(s):</th>
<th>Chrissy Fuchs</th>
</tr>
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<tbody>
<tr>
<td>Phone:</td>
<td>971-240-0241</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Chrissy.fuchs@state.or.us">Chrissy.fuchs@state.or.us</a></td>
</tr>
<tr>
<td>Fax:</td>
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