

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):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging                | <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 type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other (please specify): Support Services Brokerages, SCs/PAs, Provider Enrollment Unit, SEIU |
| <input type="checkbox"/> Child Welfare Programs                |  |

**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 14<sup>th</sup>, 2017.

Starting March 15<sup>th</sup>, 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:*

|                    |                           |             |  |
|--------------------|---------------------------|-------------|--|
| <b>Contact(s):</b> | Chrissy Fuchs             |             |  |
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OBSOLETE