

Action Request Transmittal Developmental Disabilities Services



Lea Ann Stutheit

Authorized signature

Number: APD-AR-18-046

Issue date: 9/28/2018

CORRECTED

Topic: Developmental Disabilities

Due date: 8/1/2018

Subject: Revised Personal Support Worker (PSW) Provider Enrollment Application and Agreement (PEAA) effective 8/1/2018

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 type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage, Operations staff at CDDP/Brokerages, SC/PA's |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

Effective 8/1/2018 a new ODDS Personal Support Worker (PSW) Provider Enrollment Application and Agreement (PEAA) is available and required for use with new ODDS PSW Enrollments.

Below is a summary of changes:

- PEAA is now good for five years
 - **Note: Criminal History Checks are still required every two years.**
- Updated PSW Job Coaching documentation requirements
- Simplified form for ease of use, more explicit instructions on how to complete the form, and more explicit requirement for fully understanding form prior to signing
- Clarified that PSWs are Mandatory Reporters
- Clarified recordkeeping requirements for PSWs
- Clarified requirements for PSWs to be employed with an Employer to be paid for services
- Updated contact information for new Contracts and Provider Administration Unit

Please recycle or destroy any previous versions of the PSW PEAA forms. Previous versions of the form will not be accepted after **8/31/2018**.

PEAA's are available in English, Spanish and Russian.

English PEAA's:

- PDF – <https://apps.state.or.us/Forms/Served/se0734.pdf>
- Word Document – <https://apps.state.or.us/Forms/Served/se0734.doc>

Spanish PEAA's:

- PDF - <https://apps.state.or.us/Forms/Served/ss0734.pdf>
- Word Document – <https://apps.state.or.us/Forms/Served/ss0734.docx>

Russian PEAA's

- PDF - <https://apps.state.or.us/Forms/Served/SR0734.pdf>
- Word Document – <https://apps.state.or.us/Forms/Served/SR0734.docx>

Reason for action:

PEAA revised based on internal and external stakeholder feedback.

Field/stakeholder review: Yes No

If yes, reviewed by: N/A

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

Contact(s): Jess Cline	
Phone: 503-945-6742	Fax:
Email: jess.m.cline@state.or.us	