

Developmental Disabilities Services

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Number: APD-IM-17-076
Issue date: 10/13/2017
Topic: Developmental Disabilities

Subject: Transition of Provider Enrollment Services

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees | <input 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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Case Managers, Personal Agents, and CME Support Staff |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Effective October 2, 2017 all Provider Enrollment Services for the Office of Developmental Disabilities (ODDS) will be transferred to the Contracts and Provider Administration Unit (CPAU).

Routing for Provider Enrollment Agreements and Support will be as follows:

Area	Email	Support Phone
Personal Support Worker Enrollment	psw.enrollment@state.or.us	844-874-2788 Option #4
Independent Contractor (Discovery, Behavior Consultant, Job Developer)	ODDS.providerenrollment@state.or.us	503-947-5179
Provider Agency Enrollment	ODDS.providerenrollment@state.or.us	503-947-5179
PSW Payment Issues*	psw.paymentissues@state.or.us	844-874-2788 Option #2
Provider Agency Support	ODDS.providerenrollment@state.or.us	503-947-5179

eXPRS Lockouts or eXPRS Account Questions*	technical.triage@state.or.us	844-874-2788 Option #3
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***NOTE:** PSW Payment Issues and eXPRS lockouts or Account Questions will not be answered 'live'. It is recommended for PSWs to email questions or concerns. PSW Payment Issues is to only be utilized **after** the PSW has contacted the CME and the CME has made the determination that they are unable to support the PSW further.

Fax for Submissions: 503-945-6219

Mailing Address:

Contracts and Provider Administration Unit
500 Summer St., E-09
Salem, OR 97301

Additionally, some operational changes will be made to streamline the process for enrollments. Those changes are:

- All PEAA's will be reviewed for completeness **prior** to being accepted by CPAU. Any PEAA that is not fully completed will be rejected with a notification sent to the provider and submitting CME (if known) along with instructions for how to correct. Any rejected PEAA must be resubmitted.
- CME's may request an update on any submitted PEAA by sending an email to psw.enrollment@state.or.us with the **Subject: Request for Update**. An update will be provided within 2 business days to the requester.

If you have any questions about this information, contact:

Contact(s):	Jess Cline		
Phone:	503-449-6138	Fax:	503-945-6219
Email:	jess.m.cline@state.or.us		