

# Policy Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:** APD-PT-17-057  
**Issue date:** 12/21/2017

**Topic:** Developmental Disabilities

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**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: {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"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (please specify): Brokerage Directors, Personal Agents |
| <input type="checkbox"/> Child Welfare Programs                          |  |

<b>Policy/rule title:</b>	PSW Credential Lapses due to Processing Delays		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	release date	<b>Expiration date:</b>	
<b>References:</b>	2015-2019 Collective Bargaining Agreement		
<b>Web address:</b>			

**Discussion/interpretation:**

**This transmittal replaces [APD-AR-16-055](#) “Date Stamping for Provider Credential Documents”**

The 2015-2019 Collective Bargaining Agreement, Article 8, requires that Personal Support Workers (PSWs) submit their completed provider credential renewal paperwork to their CDDP or Brokerage office no later than seventy (70) days prior to their provider credential, also known as provider number, expiration date.

If the PSW fails to submit all completed paperwork at least 70 days prior to the

provider credential expiration date may result in the inactivation of the PSWs provider number while the paperwork is processed.

PSWs who submit all required paperwork at least 70 days prior to the provider credential expiration date may continue working while paperwork is processed. An inactivated/terminated PSW provider number is not eligible to receive Medicaid service payments and not allowed to work.

PSWs are responsible to keep their mailing address, phone number and email address current with DHS/OHA Provider Relations Enrollment Units and with the OHCC Registry. The PSW Information Update form must be completed and submitted to [psw.enrollment@state.or.us](mailto:psw.enrollment@state.or.us) for processing. This information will then be forwarded by DHS Provider Relations Unit to the fiscal intermediary.

**Implementation/transition instructions:**

In order to track the 70-day period, CDDP and Brokerage offices must now date-stamp incoming PSW Provider Enrollment Application and Agreements (PEAAs) and criminal history check (CHC) renewal paperwork with the date the paperwork was received from the PSW. ODDS will accept automatic date stamps on documents received electronically or by fax. CDDPs and Brokerages must have a policy to address date-stamping for documents that are submitted to their agency outside of normal business hours.

If a PSW is inactivated due to a lapse in credentials the PSW or CME on the PSW's behalf will submit the renewal paperwork with date stamp indicating submission at least 70 days prior to the credential expiration to [psw.enrollment@state.or.us](mailto:psw.enrollment@state.or.us) with the subject "PSW Credential Lapse." ODDS will ensure that the submitted paperwork meets the Collective Bargaining Agreement and allow for the PSW to bill for hours worked.

Any CHC renewals must be entered by the Qualified Entity Designee (QED) in CRIMS within two business days of receipt from the PSW to allow sufficient time for processing by the Background Check Unit (BCU).

**Local/branch action required:** Date stamp PSW Credential paperwork as received.

**Central office action required:** Ensure PSW payment for PSWs who meet Collective Bargaining Agreement requirements.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** CIIS Managers, Brokerage Directors, DD Program Managers

**Filing instructions:**

*If you have any questions about this policy, contact:*

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