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