

# Lane County CDDP PSW Enrollment Process: Existing PSW Adding New Client

**Step 1 -  
PSW  
Credentials  
DO NOT  
WORK**

**FORMS REQUIRED:** PSW-Domestic Employee Form (0550)

Complete and submit forms to: [LaneDDSCrims@lanecountyor.gov](mailto:LaneDDSCrims@lanecountyor.gov) or drop them off at our office

**Step 2 -  
PPL  
DO NOT  
WORK**

**PUBLIC PARTNERSHIPS LLC (PPL) FORMS**

DDS associates you to the client/employer in PPL's system. This will prompt PPL to send you a packet of their forms. Complete and return these forms to PPL.

**NOTE:** For assistance with these forms contact PPL. Phone: 1-888-419-7705  
Email: [PPLORFMAS-CS@pcgus.com](mailto:PPLORFMAS-CS@pcgus.com)

PPL sends this information to the state for eXPRS.

**Step 5 -  
Provider Service  
Agreement  
DO NOT  
WORK**

**Your employer will request a Provider Service Agreement from the services coordinator. Sign and return Provider Service Agreement. This must be signed by both the PSW and the Employer.**

This is processed by LCDDS staff

**Step 6 -  
BEGIN  
WORK**

**Approval to Work Email**

Once you receive the secured email from Lane County DDS Staff with your Approval to Work, you can begin working