



Lane County CDDP New PSW Enrollment Process

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

FORMS REQUIRED: Criminal History Check (CHC), Provider Enrollment Agreement Application (PEAA) & PSW-Domestic Employee Form (0550)
Complete and submit forms to: LaneDDSCrims@lanecountyor.gov or drop them off at our office
You must present your ID in our office for verification
FINGER PRINTS: Requests for fingerprints are prompted by a number of different reasons. Fingerprint requests will be communicated via email.

**Step 2 -
CHC Results
DO NOT
WORK**

All Results will be sent by email
A **DENIED** result means you will not move forward in the process.
An **APPROVED** result means you move forward in the process.
A CHC is required every two years.

**Step 3 -
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
PPL sends this information to the state for eXPRS.

**Step 4 -
PSW Training
DO NOT
WORK**

New Personal Support Workers are **required** to complete a new worker orientation **prior** to the provider number being issued by the state.
Carewell will send this information to the state for eXPRS. The state will issue your provider number and you will receive an eXPRS User Enrollment Form by email from the State to complete
Please visit <http://www.CarewellSEIU503.com/training> to complete the training.

**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