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: LaneDDScrms@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

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