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)
  - You will need to schedule an appointment for your background check. Appointments can be scheduled online. Click Here to Schedule online
  - Please bring all your documents already filled out and your government issued ID
- **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](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