

New PSW Enrollment Process • Quick Reference Guide

STEP 1 • Criminal History Background Check (CHC) • DO NOT WORK



CHC applications are done **online only**. [Request a CHC application](#) by completing the online form in the [Provider Background Checks](#) section of our website at <https://www.multco.us/dd/idd-provider-resources>. Also, you must email a copy of both sides of your ID to dd.backgroundchecks@multco.us. We will contact you by email to schedule an ID verification video call appointment over Google Meet. **Fingerprints**: If fingerprints are required, we will contact you by email with detailed instructions.

Complete Steps 2 and 3 below while you are waiting for the CHC results (Step 4)

STEP 2 • PSW Enrollment Forms • DO NOT WORK



PSW Provider Enrollment Application and Agreement (PEA). You must complete the PEA to enroll as a Medicaid services provider with the Oregon Department of Human Services, Office of Developmental Services (ODDS), receive your Medicaid Provider ID number (also called a SPD ID Number), and be authorized to work. A new PEA must be submitted every 5 years.

Public Partnerships LLC (PPL) Enrollment. PPL contracts with ODDS to process PSW paychecks. You will need to enroll in their system in order to be paid. If you have a client enrolled in case management services at Multnomah County IDD, we will have a PPL Enrollment Specialist contact you by phone to arrange sending you an enrollment packet by mail or email, and help you complete the paperwork.

eXPRS User Enrollment Form. ODDS will send this form to you by email **after** they assign your Medicaid Provider ID Number. You will need a logon and password to the eXPRS system in order to record your hours worked, create a timesheet for signature and approval so you can receive a paycheck.

STEP 3 • New Worker Orientation and Training • DO NOT WORK



New PSWs are required to complete the new worker orientation **before** ODDS will assign a Medicaid Provider ID number and authorize you to work. New PSWs are also required to complete the “Core Basics Training” after the orientation is completed and your Medicaid Provider ID number is assigned. For information and to enroll in the orientation and training classes, visit the [Carewell SEIU 503](https://www.carewellseiu503.org/training/new-workers/) training website at <https://www.carewellseiu503.org/training/new-workers/>

STEP 4 • CHC Results • DO NOT WORK



The results of your CHC will be sent to you by email. An Approved CHC is required for ODD to assign your Medicaid Provider ID number and authorize you to work. CHC approvals must be renewed every 2 years.

STEP 5 • Provider Service Agreement • DO NOT WORK



When **all** of the above steps are completed, your client's Service Coordinator (case manager) will send you a Provider Service Agreement. This form must be signed by both you and the client's Employer of Record before you can start working.

STEP 6 • Notification to Start Work • START WORK



After the Service Agreement is processed in the eXPRS system by Multnomah County IDD staff, your client's Service Coordinator will notify you that you are approved to start working. Only begin working when you have received notification that you are approved to start.

QUESTIONS?



Contact the Multnomah County IDD PSW Credentialing Team

Email: dd.backgroundchecks@multco.us

Phone: 503-988-9790 (voicemail only)

Email and voicemail are checked several times a day during normal business hours (Monday through Friday, 8:00 am to 5:00 pm).