

Renewing PSW • Quick Reference Guide

To avoid payment interruptions

the State Office of Developmental Disabilities Services (ODDS) recommends that you **start your renewal application(s) 70 days or more before your expiration date.**

You can't be paid if your background check or enrollment is expired!

Criminal History Background Check (CHC) Renewal



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.

The results of your CHC application will be sent to you by email

Provider Enrollment Application and Agreement (PEA) Renewals



Complete a new **PEA**. The form is available in English, Spanish and Russian at the Oregon Dept. of Human Services website at:

oregon.gov/odhs/providers-partners/idd/pages/psw-resources.aspx

Send your completed PEA to the Oregon Department of Human Services

Email: PSW.Enrollment@odhsoha.oregon.gov

Fax: 503-947-5044

Postal Mail: Department of Human Services
ODDS Contracts and Provider Administration Unit
500 Summer St. NE E-09, Salem OR 97301

Questions?



Contact the Multnomah County IDD PSW Credentialing Team

Email: dd.backgroundchecks@multco.us

Voicemail: 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).