

## 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](mailto: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](https://oregon.gov/odhs/providers-partners/idd/pages/psw-resources.aspx)

**Send your completed PEA to the Oregon Department of Human Services**

**Email:** [psw.enrollment@state.or.us](mailto:psw.enrollment@state.or.us)

**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](mailto: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).*