



Klamath County CDDP PSW Enrollment Process

Approximate Time Line: 3-4 Months			
Step 1-2	Step 3	Step 4	Step 5
8-12 Weeks <u>DO NOT WORK</u>	3 Weeks <u>DO NOT WORK</u>	Arrange with Service Coordinator <u>DO NOT WORK</u>	Previous steps are verified and completed <u>OK TO WORK</u>

Step 1

PSW Credentials **DO NOT WORK**

This timeline will vary depending on PSW and EOR response time to actions required.

REQUIRED FORMS: New PSW Orientation, Background Check, eXPRS User Enrollment Form, Provider Enrollment Agreement (PEAA). Complete and submit forms to the office. **Two forms of Government issued ID must be presented, verified, and copied at this time.**

FINGERPRINTS: Requests for fingerprints are prompted by a number of different reasons including disclosure of criminal history and/or have lived outside of Oregon in the past five years. Fingerprint requests will be communicated directly to you from the State Background Check Unit (BCU) via email.

New Client/Employer of Record (EOR): EOR must be established as part of the new PSW application process.



Step 2

DO NOT WORK

Background Check Results

Once your background check is approved, you will be notified by email. A **DENIED** result means you will not move forward in the process. A background check must be renewed every two years.

Provider Number

Once New PSW Orientation has been completed and the PEAA has been processed, an email will be sent from the State of Oregon with your SPD provider number. Contact DDS to begin the next step.



Step 3

Public Partnership (PPL) Forms **DO NOT WORK**

Established Employer of Record (EOR)

DD Processing associates you to the client/employer. This will prompt PPL to contact the EOR regarding completing forms. Complete and return these forms to PPL or our office. This step establishes the Employment Relationship.

PPL will also contact the PSW for completing employment forms, including the I9, W4, direct deposit information and etc.

Note: Contact PPL for assistance with these forms.

Phone: 1-888-419-7705 Email: PPLORFORMS-CS@pcgus.com



Step 4
Service Agreement
DO NOT WORK



PPL establishes the Employee Relationship and transfers the information to show in the State's eXPRS system. The clients Service Coordinator will call when the Service Agreement is ready to be signed by the PSW and EOR.

Step 5
Begin Work

Service Agreement (SA) is signed by all parties and returned to DDS for processing. You may begin working once step 1-4 are completed and verified **and** the SA is signed. You can call the DD office to get information regarding entering time into eXPRS and how to complete a time sheet.

Note: PSWs will receive a SECURE email from eXPRS notifying of their username and password for the eXPRS Payment and Reporting System. (check Junk mail folder often). This email has an expiration date, so please review and act quickly.

IMPORTANT: Once a PSW is approved to work and an SA has been signed, it is important that both the PSW and EOR understand that a person *cannot* work more than 40 hours per week.

I, _____ acknowledge that I have read and understand the PSW Enrollment Process and estimated timeline.

Signature _____ Date _____