eXPRS Pro Tip for DD Personal Support Workers (PSWs)

Criminal History Check (CHC) & Provider Enrollment Agreement (PEAA) Forms

Did you know ...

... that PSWs need to do a new Criminal History Check (CHC) every 2 years & Provider Enrollment Agreement (PEAA) every 5 years as part of your provider re-credential process?

PSWs must be re-credentialed & have their provider record “approved to work” status/dates updated, at least every 2 years. PSWs should receive emails and/or letters letting them know that their credentials are about to expire so you have time to get renewed without any work gaps. Don’t ignore these notices when you get them! They’re important!!

To initiate the credential renewal process, PSWs must complete new CHC & PEAA forms & submit them to the appropriate office.

- **Criminal History Check** (CHC) forms must be returned to your authorizing CDDP, Brokerage or CIIS program.

- **Provider Enrollment Agreement** (PEAA) forms must be returned directly to the ODDS Provider Relations Unit:
  **US Mail:** 500 Summer St NE, E-09
  Salem, OR 97301-1063
  **Fax:** 503-947-5044
  **Email:** psw.enrollment@state.or.us

Both the CHC & PEAA forms are available on the [ODDS PSW Resources](#) page.

~ Don’t forget that your forms contain personal information, so always send them the most secure method possible! ~