

How to Find/View PSW Required Training Information (CMEs)

(updated 9/9/2021)

Starting Sept 1, 2021, implementation of required trainings for DD Personal Support Worker providers will begin. The requirement for PSW providers to complete specific trainings to be initially credentialed as a PSW provider, and to maintain their credentials, was established in [Senate Bill 1534](#), passed by the Oregon Legislature in 2018.

Senate Bill 1534 sets training standards for all DD Personal Support Workers (and HCWs) to make sure they have the skills, knowledge, and abilities needed to provide quality services and supports to individuals with I/DD. In addition, once implemented, if a PSW does not meet their training requirements, they will no longer be credentialed or be able to work as a DD PSW (ie: they will be terminated as a PSW provider).

In summary, SB 1534 outlines:

- As of Sept 1, 2021, an individual becoming a DD PSW provider for the first time (eg: **NEW PSW providers**),
 1. must complete the 4-hour **PSW/HCW Orientation** *before* they can receive their SPD provider ID number and be credentialed as a DD PSW provider for the first time,
AND
 2. must complete two 4-hour **PSW Core Basics** trainings (total of 8 hours) within 120 days after completing their PSW Orientation,
AND
 3. must complete a total of 12 hours of **PSW Continuing Education** trainings every 2 years from the completion of their PSW Orientation, to continue to be credentialed and work as a DD PSW provider ongoing.
- Individuals wishing to become DD PSW providers (eg: new PSWs) should complete 2 initial steps:
 1. Contact a DD Case Management Entity (**CME**; meaning a CDDP or Brokerage) to complete their Provider Enrollment Application Agreement (**PEAA**) and Criminal History Check (**CHC**); this process has not changed.

AND

2. **This is a new step** - Register for a **DD PSW Orientation** session through SEIU/Carewell. This registration can be completed at:
<https://carewellseiu503portal.org/#/public-dashboard>

Once the DD PSW has completed their PSW Orientation and other required trainings, SEIU/Carewell will send the completed training data back to ODDS.

- As of March 31, 2022, all **incumbent PSW providers** (existing/currently credentialed and working as a DD PSW prior to 9/1/2021),
 1. must complete 8 hours of **PSW Core Basics Refresher** training by March 31, 2022 to remain credentialed as a PSW provider,

AND

- must complete a total of 12 hours of **PSW Continuing Education** trainings every 2 years from the completion of their **PSW Core Basics Refresher**, to continue to be credentialed and work as a PSW provider ongoing.

ODHS/ODDS communication about the DD PSW provider trainings can be found in transmittal [APD-PT-21-027](#), or this link here:

<http://www.dhs.state.or.us/policy/spd/transmit/pt/2021/pt21027.pdf>

Additional information on the new DD PSW provider trainings, such as course topics and content, can be found at:

<https://www.carewellseiu503.org/training/new-workers/>

To support these new training requirements for PSW providers, eXPRS has been updated to display **a NEW PSW's** completed trainings on their PSW provider record for CMEs/state staff to view. The display of refresher training data for existing PSWs and additional viewing features for PSWs themselves will be implemented in the future.

To View a PSW provider's required training information:

1. Log in to eXPRS. If users have more than one **Organization/Program Area** log in option, they will need to be logged in as shown below:
 - Local Authority (for CDDPs)

Login

Login Name: CDDPuser1
Password: ●●●●●●●●
Organization/Program Area: County (Local Authority)

Submit

- Contractor (for Brokerages)

Login

Login Name: BROKuser1
Password: ●●●●●●●●
Organization/Program Area: Brokerage (Contractor)

Submit

- State Kids (State) (for CIIS Program)

Login

Login Name: CIISuser1
Password: ●●●●●●●●
Organization/Program Area: State Kids (State)

Submit

2. From the yellow, left-hand menu, click on **Provider** → **Provider Panel**.

Client	Home
Provider	View Provider
Contracts	Relate Providers
Prior Authorization	Provider Panel
Plan Of Care	Reports
Claims	
CM/PA TCM Billing	
Liabilities	
Reports	
Financial Maintenance	

Notification Types

Find

No matching notificat

- Once on the **Provider Panel Members** page for your CME, click on the blue header for **Provider Panel Members** to expand & view your panel.

Provider Panel Members

Provider ID: ####

Record Type: Organization

Business Type: Corporation

Business Name: CME Name

Tax Name: CME Name

▶ **Provider Panel Member for**

▶ **Provider Panel Members**

- Scroll down your expanded **Provider Panel Members** list until you find the PSW provider's record that you want to PSW Training Information on.

Business Name:

Tax Name:

▶ **Provider Panel Member for**

▼ **Provider Panel Members**

Export options: CSV | Excel | PDF | RTF

SPD ID	eXPRS ID	Provider	Provider Specialty	Start Date	End Date	Termination
1****1	6****9	ABC Agency Provider	DD Comprehensive Service Agency	7/1/2018	12/31/9999	
5****5	2****2	Mary's Foster Care	Foster Care - Child DCR	1/1/2018	11/20/2018	
7****0	1****9	APSW, Provider	DD Personal Support Worker	6/19/2017	12/31/9999	
5****7	2****8	Sam's Foster Care	Foster Care - Adult DD	2/1/2019	12/31/9999	
7****3	1****0	BPSW, Provider	DD Personal Support Worker	12/23/2015	3/21/2016	
8****7	2****4	CPSW, Provider	DD Personal Support Worker	6/28/2018	12/31/9999	

Click on the **blue hyperlink Name** for the PSW you need. This will open that PSW's provider record.

- With that PSW provider's record page open, click on the **View Provider** button to view the record details.

Provider Panel Members

Provider ID: 1****9

Record Type: Provider

Business Type: Individual

Tax Name: APSW, Provider

Personal Name: APSW, Provider

▶ **Historical**

Date of Birth: mm/dd/yyyy

- With the PSW's record now expanded, click on the blue section header **Credentials** to expand that section.

View Provider

Provider ID:	1*****9
Record Type:	Provider
Business Type:	Individual
Tax Name:	APSW, Provider
Personal Name:	APSW, Provider
Date of Birth:	mm/dd/yyyy

- ▶ **Contact Information**
- ▶ **PSW Weekly Hours/Rates**
- ▶ **EVV Exceptions**
- ▶ **Specialties**
- ▶ **Credentials**
- ▶ **Relationships**

- With the **Credentials** section expanded, expand the **PSW Required Training** section, if needed, to view the **PSW's Required Training** information.

View Provider

Provider ID:	1*****9
Record Type:	Provider
Business Type:	Individual
Tax Name:	APSW, Provider
Personal Name:	APSW, Provider
Date of Birth:	mm/dd/yyyy

- ▶ **Contact Information**
- ▶ **Specialties**
- ▼ **Credentials**

SPD Provider ID:	8*****0
Application Date:	7/5/2018
Verification:	OMAP Number Issued on 7/6/2018
IRS Verified:	Pass on 7/6/2018
OIG Verified:	Pass on 7/6/2018
SAM Verified:	Pass on 7/6/2018
DMF Verified:	Pass on 7/6/2018

 - ▶ **Criminal History**
 - ▶ **Enrollment Agreements**
 - ▼ **PSW Required Training**

Training Category	Type	Credit Hours	Due By	Date Completed	Language	Score
Orientation	Curriculum	4/4	NA	4/22/2021	Russian	Pass - 81%
Online Core	Curriculum	8/8	8/20/2021	3/1/2021	Spanish	Pass - 83%
 - ▶ **Program - SPDST - SPD DD Provider**
- ▶ **Payment Information**