

Did
you
know?



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! ~