

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 your provider record “**approved to work**” status/dates updated, at least every 2 years. PSWs can view their credential information each time they log in to eXPRS, either to the desktop website or eXPRS Mobile-EVV. This information is displayed for you, so you can see when they expire and have time to get renewed without any work gaps. **Always check your credential information each time you log in so you can take action when needed! This information is important!!**

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

- [Criminal History Check](#) (CHC) contact your authorizing CDDP, Brokerage or CIIS program.
- [Provider Enrollment Agreement](#) (PEAA) forms can be returned to either:
 - your authorizing CDDP, Brokerage or CIIS Program, **OR**
 - the ODDS [PSW Provider Enrollment Unit](#):
US Mail: 500 Summer St NE, E-09 **Fax:** 503-947-5044
Salem, OR 97301-1063 **Email:** psw.enrollment@state.or.us

Both the CHC & PEAA information is available on the **ODDS PSW Provider Resources** page - <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Pages/psw-resources.aspx>

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