

URGENT INFORMATION

As you have previously been notified by the State of Oregon, there are changes in how PSWs will be entering their timesheets for services provided in the month March 2015.

You must be registered and enrolled with DHS as a provider, be assigned an SPD provider ID and have “approved” to work status or you will not get paid!

To assure that you are ready to go in the new system you must:

- ✓ Have a cleared criminal history check (every 2 years).
- ✓ Have a signed provider enrollment application agreement (PEA), (every 2 years).
- ✓ Pass all Affordable Care Act validation checks (every 5 years).

For help contact:

- Provider Relations Unit at 1-800-241-3013
- Express Help Menu: <http://apps.state.or.us/exprsDocs/>
- Or contact DHS Service Desk for assistance:
Phone: 503-945-5623
Email: dhs.servicedesk@state.or.us

Remember!

You are not an employee of *Creative Supports, Inc.* We will not be able to assist you if you haven't met the requirements.

eXPRS Training can be viewed at: <http://youtu.be/A33OaN9Nrbg>

2015 PSW Orientation Schedule for Josephine and Jackson County

PSW Orientation Training is now required for anyone providing services to individuals receiving services through Creative Supports, Inc. (CSI). Without this training you will not meet minimum qualifications to be paid to provide services.

To assist you to reach this goal we are providing the training schedule for Josephine and Jackson Counties.

To register please contact Nilda at 541-955-8076 or narms@rvcog-ddrv.org.

Josephine County

Wednesday	April 8, 2015	10AM – 12PM & 1PM – 3PM	550 NE "E" St. Grants Pass, OR 97526
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Wednesday	July 8, 2015	10AM – 12PM & 1PM – 3PM	550 NE "E" St. Grants Pass, OR 97526
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Wednesday	October 14, 2015	10AM – 12PM & 1PM – 3PM	550 NE "E" St. Grants Pass, OR 97526
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Jackson County

Wednesday	April 22, 2015	10AM – 12PM & 1PM – 3PM	140 S. Holly St. Medford, OR 97501
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Wednesday	July 22, 2015	10AM – 12PM & 1PM – 3PM	140 S. Holly St. Medford, OR 97501
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Wednesday	October 28, 2015	10AM – 12PM & 1PM – 3PM	140 S. Holly St. Medford, OR 97501
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Current qualification requirements to provide services as a PSW according to Oregon Administrative Rules.

PSW Qualifications and Orientation

- **Must complete and submit a Provider Enrollment Agreement (PEA) to DHS and possess an active provider number**
- **Be at least 18 years of age**
- **Have approval to work based on a DHS Background Check completed by the Department**
- **Have a Social Security number or tax identification number that matches the legal name of the PSW**
- **If providing home care services requiring professional licensures, possess a current and unencumbered license.**
- **Be legally eligible to work in the United States**
- **Demonstrate by background, education, references, skills, and abilities that the PSW is capable of safely performing the tasks specified in and ISP**
- **Maintain confidentiality**
- **Orientation**
 - (a) A personal support worker who wants to be available for referral on the Registry must attend a PSW Orientation provided by the Department consistent with OAR 418-20-0020**
 - (b) A PSW must attend a Personal support worker Orientation consistent with the Collective Bargaining Agreement.**

(See reverse for local training schedule.)