

**Aging and People with Disabilities**

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**Number: APD-IM-13-092**

**Issue date: 12/12/2013**

**Topic:** Long Term Care

**Subject:** Personal Support Worker Enrollment Requests at Local APD/AAA Offices

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> County Mental Health Directors   |
| <input checked="" type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> Health Services                  |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental          |
| <input type="checkbox"/> Children, Adults and Families                 | Disabilities Services (ODDS)                              |
| <input type="checkbox"/> County DD Program Managers                    | <input type="checkbox"/> Other ( <i>please specify</i> ): |

**Message:**

Personal Support Workers (PSWs) who would like to work for individuals being served through the Office of Developmental Disability Services (ODDS) may be attempting to submit enrollment packets and requesting provider numbers at local APD/AAA offices. Local APD/AAA offices do not issue PSW provider numbers or process enrollment packets for PSWs. If received, however, the local office should forward packets to:

Office of Developmental Disability Services  
 Contracts Administration Unit  
 500 Summer St. NE, E09  
 Salem, OR 97301

Once the enrollment forms have been processed, PSWs will receive their provider numbers by mail or email.

PSWs, with the exception of those employed by an Independent Choices Program participant, will not attend HCW orientation at the local APD/AAA office.

PSWs should be directed to send their questions to either [DD-MH.OHCC@state.or.us](mailto:DD-MH.OHCC@state.or.us) or call the Oregon Home Care Commission's (OHCC) toll free phone number at 1-877-867-0077, Option #1.

ODDS and OHCC are developing FAQs that will soon be available.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Jenny Cokeley, Operations & Policy Analyst		
<b>Phone:</b>	503-945-6985	<b>Fax:</b>	503-947-4245
<b>Email:</b>	<a href="mailto:Jenny.e.cokeley@state.or.us">Jenny.e.cokeley@state.or.us</a>		