



Temporary Changes to the PSW Enrollment/Renewal Process

In recognition of the need for our I/DD individuals to continue to be supported, enrollment for Personal Support Workers during the current state of emergency, temporary changes are being implemented with ODDS approval.

- PSWs will no longer schedule an in-person appointment with Lane County DDS.
 - Prospective PSWs can download New PSW Enrollment Packet which includes:
 - The Criminal History Check Form (QED 301)
 - The Supplemental Criminal History Check Form
 - The Provider Enrollment Application and Agreement form
 - PSW-Domestic Employee Form (SDS 050)

from the Lane County Developmental Disabilities webpage.

https://lanecounty.org/government/county_departments/health_and_human_services/developmental_disabilities/personal_support_workers

- PSWs that are renewing their credentials can download the Renewal Packet which includes:
 - The Criminal History Check Form (QED 301)
 - The Supplemental Criminal History Check Form
- PSWs that are adding a new individual can download the Add Client Packet which includes:
 - PSW-Domestic Employee Form (SDS 050)
- The PSW will complete, sign, and return the required forms and a legible photocopy of the front of the PSW's identification,
 - Additionally for new PSWs, Lane County DDS requests that you also submit a picture of you with your ID held at face level, this allows us to verify your ID.
- Completed forms are sent to LaneDDSCrims@lanecountyor.gov.
 - Forms can also be submitted by Fax – (541) 682-3879 or returned to our office drop slot.
- Lane County DDS Staff will review the submitted forms and submit the Criminal History Check.
 - Lane County DDS Staff may contact the substitute caregiver if any corrections or clarifying information is required.
 - Fingerprinting requirements are currently suspended for any new background checks or previously pending background checks
- Individuals hired during this period will need to submit a new background check once the emergency declaration is lifted.