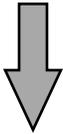


MARION COUNTY CDDP PSW ENROLLMENT PROCESS

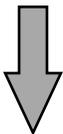
NEW PSW ENROLLMENTS MAY TAKE UP TO 3-4 MONTHS

STEP 1: FORMS REQUIRED – **DO NOT WORK**



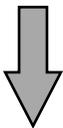
- FORMS REQUIRED TO BEGIN PROCESS: Employee Demographic Form, Background Check Information Form (CHC), Provider Enrollment Application & Agreement (PEAA), and Domestic Employee Information (0550).
 - Complete and submit forms in person to: 3180 Center St NE, Salem, OR 97301.
 - **ID must be presented, verified, and copied at this time.** (Front desk, 3rd floor)
- If requested, any corrections will be communicated by email from DD Processing*

STEP 2: PSW CREDENTIALS PENDING – **DO NOT WORK** Approximately 8-12 weeks



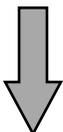
- All results will be sent by email.
- CHC RESULTS:
 - DENIED: PSW will not move forward in the process.
 - APPROVED: PSW will move forward
- PROVIDER NUMBER: An email will be sent from State of Oregon with PSW SPD (provider) number. Contact DD Processing when received.
- FINGERPRINTS (If requested): Requests are prompted for various reasons including living outside of Oregon within last 5 years and/or criminal history. **DD Processing will send an email if fingerprints are needed.**

STEP 3: PPL – **DO NOT WORK** Approximately 3 weeks



- **PUBLIC PARTNERSHIPS, LLC (PPL) FORMS**
 - Established EOR (Employer of Record)
 - DD Processing associates PSW to the individual/employer. This will prompt PPL to send PSW a packet of their forms. **Complete and return these forms to PPL.** This establishes the Employment Relationship.
 - New EOR
 - **PSW process will be placed on hold until the EOR process is complete.** Once EOR is established, see process for Established EOR above.
 - eXPRS User Enrollment Form to be completed and returned to eXPRS.
- NOTE:** Contact PPL for assistance with these forms or to check the status.
Phone: 1-888-419-7705 Email: PPLORFMAS-CS@pcgus.com

STEP 4: SERVICE AGREEMENT – **DO NOT WORK** Arrange with DD Processing



- PPL establishes the Employment Relationship and transfers the update to show in the State's eXPRS system.
- An email will be sent to you from DD Processing with instructions regarding signing a Service Agreement.
- Sign and return Service Agreement to DD processing

STEP 5: READY TO WORK

- Steps 1-4 are completed and verified at this time.
- **Please await an email to confirm that you are "Good to Go" and ready to work from DD PROCESSING.** Additional instructions and guides for eXPRS will be included.