

Lane County CDDP PSW Enrollment Process: Existing PSW Adding New Client

**Step 1 -
PSW
Credentials
DO NOT
WORK**

FORMS REQUIRED: PSW-Domestic Employee Form (0550)

Complete and submit forms to: LaneDDSCrims@lanecountyor.gov or drop them off at our office

**Step 2 -
PPL
DO NOT
WORK**

PUBLIC PARTNERSHIPS LLC (PPL) FORMS

DDS associates you to the client/employer in PPL's system. This will prompt PPL to send you a packet of their forms. Complete and return these forms to PPL.

NOTE: For assistance with these forms contact PPL. Phone: 1-888-419-7705
Email: PPLORFMAS-CS@pcgus.com

PPL sends this information to the state for eXPRS.

**Step 5 -
Provider Service
Agreement
DO NOT
WORK**

Your employer will request a Provider Service Agreement from the services coordinator. Sign and return Provider Service Agreement. This must be signed by both the PSW and the Employer.

This is processed by LCDDS staff

**Step 6 -
BEGIN
WORK**

Approval to Work Email

Once you receive the secured email from Lane County DDS Staff with your Approval to Work, you can begin working