



New Personal Support Worker Instructions

Welcome to Lane County Developmental Disability Services New Personal Support Worker Enrollment Process

Please be sure to read these directions carefully!

You will need to complete the following forms:

- The Criminal History Check Form
- The Provider Enrollment Application and Agreement form
- PSW-Domestic Employee Form (SDS 050)

Please complete each document with your Employer of Record (EOR). If you are unsure who the EOR is going to be, please reach out to your client's case manager at your earliest convenience. They will be able to assist you.

You will need to schedule an appointment for your background check. Appointments can be scheduled online. Click Here to [Schedule online](#)
If you have issues scheduling your appointment, please call our office at 541-682-3695.

At your appointment we will review your documents and start your background check. Please bring all your documents already filled out and your government issued ID, we will need this for your background check.

IMPORTANT NOTES:

- New Personal Support Workers are required to complete required to complete a new worker orientation prior to the provider number being issued by the state.
 - Please visit www.CarewellSEIU503.com/training for more information.
- Please do not begin working until you receive a formal authorization to start from our Senior Office Assistant Team.
- Please ensure that all paperwork is completed legibly and thoroughly and signed where appropriate
- Please ensure that all information is consistent on each document. Any difference in name, address or other information can result in a delay to your certification.

If you have any questions feel free to contact our office at 541-682-3695 or LaneDDSCrims@lanecountyor.gov.

Thank you for your continued support of I/DD individuals in our community!