

## **Direct Care Worker Unique Identification Number Information**

### **What is a Direct Care Worker (DCW) Unique Identification Number?**

A Unique Identification Number (Unique ID) is a unique reference number that will be associated to a Direct Care Worker (DCW) after registering in the Direct Care Worker Registry that was developed by the Department of Human Services (DHS), Office of Long-Term Living (OLTL). The Unique ID was created to enhance the accessibility of qualified workers providing Participant Directed Services (PDS).

### **When does this go into effect for my DCW to obtain their Unique Identification Number?**

Effective December 1, 2018 the Office of Long-Term Living will require that all new DCWs with a PPL intake date on or after 12/01 will be required to obtain a Unique ID to become Good to Go. DCWs who are already Good to Go or have an intake date before 12/01 will have until April 30, 2019 to obtain their Unique ID to remain Good to Go.

### **How does my DCW obtain their Unique Identification Number?**

DCWs can obtain their Unique ID by going to the following DHS Registry website, <https://www.humanservices.state.pa.us/dcw>. It is strongly recommended that the DCW enter in an email address so that their Unique ID can be emailed to them, or that they write it down before closing out of the DHS Registry website. The PA OLTL Program, through PPL also encourages your worker to go the PA OLTL Program page on PPL's website, <http://www.publicpartnerships.com/programs/pennsylvania/PADPWOLTL/index.html>, and complete the DCW Unique Identification Number Form after they have obtained their Unique ID. This form can be found under the section titled Direct Care Worker Unique Identification Number on the Program Documents tab. This form can either be emailed to the PA OLTL Program, through PPL at: [padpw-olti@pcgus.com](mailto:padpw-olti@pcgus.com) or faxed to: 1-855-858-8158.

### **Will my Direct Care Worker need to register and obtain a Unique Identification Number more than once?**

No, DCWs will only be required to register for and obtain a Unique ID once.

### **How will the PA OLTL Program, through PPL receive my DCW's Unique Identification Number?**

PPL will receive a monthly file from the Office of Long-Term Living of DCWs who have registered for their Unique ID. The PA OLTL Program, through PPL also encourages your worker to go the PA OLTL Program page on PPL's website, <http://www.publicpartnerships.com/programs/pennsylvania/PADPWOLTL/index.html>, and complete and return the DCW Unique Identification Number Form to PPL after they have obtained their Unique ID. This form can be found under the section titled Direct Care Worker Unique Identification Number on the Program Documents tab. This form can either be emailed to the PA OLTL Program, through PPL at: [padpw-olti@pcgus.com](mailto:padpw-olti@pcgus.com) or faxed to: 1-855-858-8158.

### **What is the "Opt-Out" selection on the DHS DCW Registry?**

When registering for a Unique ID Number, DCWs may elect to be excluded from the public registry through the "Opt-Out" selection. It is important to note that even if a DCW would like to opt-out of having their information included in the public registry, they will still be required to obtain a Unique ID Number and provide the number to the PA OLTL Program, through PPL to continue providing services in the program.