How to Create PSW Travel Time Claim

(updated 10/3/2019)

Starting in January 2016, PSW providers may be eligible to claim for payment for the time it takes to travel directly between two individual clients’ homes or worksites when that travel occurs on the same day. This PSW travel time is different than mileage reimbursement.

- **Travel Time** is payment for the time needed for a PSW to travel between the locations for the clients they serve in a single day. It is work-site to work-site commute time once the PSW has started their work day. There are no clients with or being served by the PSW during a PSW’s Travel Time.

- **Mileage** is reimbursement for providing transportation TO a client(s); it is a service provided by the PSW to a client(s). The client(s) being served is with/receiving care from the PSW at time the mileage expense is incurred.

DHS/ODDS has also established the following policy parameters regarding PSW Travel Time:

- Personal Support Workers must enter their Travel Time data into eXPRS themselves directly. CDDPs and Brokerages cannot enter Travel Time data on behalf of PSWs.

- Only the time to travel the most direct route by the method of transportation chosen may be claimed. Any additional time spent for personal reasons between homes/worksites of the clients the PSW is supporting may not be claimed.

- Time spent attending to personal business (not including brief stops for gas or using the restroom), time breaks of one hour or more between individual shifts, or returning to the PSW’s home between working for clients is not considered direct travel and may not be claimed as Travel Time.

- Time spent traveling for personal shopping or medical appointments for the PSW themselves may not be claimed as Travel Time.

- Time spent traveling to and from the PSW’s home to their initial or last work location in a day may not be claimed as Travel Time.
• Payment for approved Travel Time may not exceed 10% of the PSW’s total wages for the applicable bi-monthly pay period. PSWs are responsible for ensuring that Travel Time claimed does not exceed that 10% limit.

• **As of 4/1/2018,** Travel Time will be paid at the base rate of pay of **$14.65** per hour.

• Travel Time entries managed via eXPRS are processed in the month(s) following the month of actual travel being claimed for applicable pay periods.

This user guide will assist PSW providers in the process to create and submit PSW Travel Time in eXPRS.

**To enter/create PSW Travel Time in eXPRS:**

1. Login to eXPRS.

   ![Login](image)

   Login Name: [user ID]

   Password: [password]

   Forgot your password?

   Submit

2. **IMPORTANT:** For successful claiming of Travel Time, PSWs should be sure that all the Service Delivered billing entries for services provided to clients before & after the period of Travel Time being claimed are entered, submitted, approved and aggregated into a paid claim PRIOR to claiming Travel Time.

   eXPRS checks each Travel Time entry prior to payment to be sure there are paid Service Delivered billing entries documenting that the PSW worked serving clients before and after the Travel Time being claimed (the paid SDs “bookend” the Travel Time).

3. From the left-hand menu, click on Enter Travel Time.
4. In the **Create Travel Time** page, enter the data needed in each field to create a **Travel Time** entry for a specific date.

5. The data fields for a **Travel Time** entry are defined and work as follows:
   - **Service Date** is the date the travel between clients occurred and is being claimed.
   - **Travel Start Time** is the time the travel to the PSW’s next client to be served on that day starts. It should be a time that is after (follows) the **End**
**Time** on the **Service Delivered** billing entry for the client the PSW just finished working for and is leaving.

![Image of Travel Start Time]

*For example:* the SD billing entry for the client the PSW is leaving ends at 11:45 AM, the start time for when they began traveling to their next worksite/client is 11:47 AM.

- **Travel End Time** is the time the PSW’s travel ended and they arrive at next client’s location (the PSW’s next worksite). This end time should be a time earlier than the Start Time for the SD billing entry for that next client’s service provided.

![Image of Travel End Time]

*For example:* the if PSW arrives at the next client’s location at 12:13 PM, the SD billing entry for that client’s service from the PSW on that date would be 12:16 PM.

- **Mode** is the method of transportation used by the PSW to travel. PSW providers will select the applicable option from the dropdown menu.

![Image of Mode Dropdown]

![Image of Mode Dropdown]
• **Billed Minutes** is the total amount of travel time being claimed by the PSW. It can be less than, but not more than, the actual calculated time between the Travel Start and Travel End times entered.

![Billed Minutes](image)

OR

![Billed Minutes](image)

➔ **Please Note:** Billed Minutes for Travel time that exceed 60 minutes (or 1 hour) will suspend and not process for payment unless an exception is approved by ODDS.

• **Start Prime** is a dropdown of all the I/DD clients authorized to receive services from the PSW. The PSW must select from the dropdown the client they are traveling FROM (the client/worksite the PSW is leaving).

![Start Prime](image)

• **Start Address** is the address for the location the PSW is actually leaving from to start their travel to their next client/worksite. It could be the address of the selected Start client’s home or another location that the PSW has ended their service to that client and is leaving to travel to their next client/worksite.

![Start Address](image)

• **End Prime** is a dropdown of all the I/DD clients authorized to receive services from the PSW. The PSW must select from the dropdown the client they are traveling TO (the client/worksite the PSW is going to arrive).

![End Prime](image)
• **End Address** is the address for the location the PSW is traveling to/arriving at to begin work with their next client/worksite. It could be the address of the selected End client’s home or another location that the PSW will be servicing to that client.

6. With all the data entered for the **Travel Time**, click **SAVE** at the bottom of the page to save the entry to *draft* status.
7. Once the save process completes, users will see their *draft* entry details, with action button options at the bottom. Actions available for *draft Travel Time* entries are:

- **Edit** = open the *draft* entry to make changes.
- **Submit** = submit the *draft* entry for payment processing.
- **Delete** = delete the *draft* entry; which completely removes it from the system, as if it never existed.
- **Create New Travel Time** = hyperlink to start creating a completely new *Travel Time* entry.

8. Repeat steps #3 – 7 to create additional *draft Travel Time* entries.

9. Once created & saved to *draft* status, users are also able to return to eXPRS, search for, find & submit their *Travel Time* entries as a batch from a different screen. See the next page for instructions.
To find and submit *draft* Travel Time entries for payment:

1. From the left-hand menu, click on View Travel Time.

2. In the Find Travel Time page, enter the search criteria needed to find the *draft* Travel Time entries to submit.

   ➤ **PRO TIP:** Select the status of *draft* from the dropdown menu to search for *draft* entries ready to submit.

   ![Find Travel Time](image)

   Click **FIND** to search for *draft* Travel Time entries.

3. Any *draft* Travel Time entries that meet the search criteria will be shown below. User can select which Travel Time (or all, if desired) to submit for payment processing by checking the corresponding box(es) to the far left of the entry, and then clicking **Submit** at the bottom of the page.
4. Once the submission process completes, users will be taken to a confirmation page showing the results of that process and the new status of their Travel Time entries.
Travel Time Suspense Reasons

When Travel Time entries are submitted, they process through a number of system validation edits prior to being approved for payment. If a Travel Time entry does not clear a validation edit, it may suspend or be denied. Below are the most common suspense reasons and their explanations/definitions.

<table>
<thead>
<tr>
<th>Rule Description/Exception Text</th>
<th>What it means</th>
<th>Can it be overridden?</th>
<th>How to fix it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting payment cycle</td>
<td>The Travel Time entry has cleared all system validation edits and will be processed for payment in the next scheduled Travel Time claims process cycle.</td>
<td>Yes, but only if needed for a PSW who has stopped working has requested their last payment/check. A formal request must be submitted to ODDS for last payment to be processed.</td>
<td>No need, unless a correction is needed from the provider. This travel time entry is ready to process for payment.</td>
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<td>Claim unit over limit; Travel Claim for [date] - start [time hh:mm] AM/PM to end [time hh:mm] AM/PM actual travel time exceeds 60 minutes</td>
<td>The Travel Time entry is for a travel time that exceeds the allowed 60 minutes. The start/end times on the entry calculate at timespan longer than 60 minutes.</td>
<td>Yes</td>
<td>The suspended Travel time can be edited to change the start and/or end times, as needed. If changes are made, save the new information and then re-submit the Travel Time entry.</td>
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<tr>
<td><strong>Claim unit over limit;</strong></td>
<td>The amount of travel time billed as entered by the PSW on the Travel Time entry exceeds the allowed 60 minutes.</td>
<td>Yes</td>
<td>The suspended Travel time can be edited to change billed time amount, as needed. If changes are made, save the new information and then re-submit the Travel Time entry.</td>
</tr>
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<td>Travel Claim for [date] - start [time hh:mm] AM/PM to end [time hh:mm] AM/PM billed time exceeds 60 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Missing service before or after travel time request;</td>
<td>There must be a paid SD billing entry on either side of the Travel time entry to document services were provided to the clients the PSW is traveling to/from. These paid SD billings are called “book end” SDs.</td>
<td>Yes, but only the Travel Time billing includes travelling to/from an APD client.</td>
<td>PSWs should be sure that all their service SD billing entries have been submitted, reviewed approved and paid, so they can be used as “book ends” for the travel time entry they are submitting.</td>
</tr>
<tr>
<td>Travel Claim for [date] - start [time hh:mm] AM/PM to end [time hh:mm] AM/PM is missing a service for Client (prime #) before / after it.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspected duplicate.</td>
<td>The travel time entry overlaps an SD billing entry documenting that the PSW was working providing service to a client for part or all of the time being claimed as travel. Travel time is <strong>NOT</strong> time worked serving clients, so it cannot overlap a service SD billing entry.</td>
<td>No</td>
<td>Edit the Travel time entry so that it does not overlap a service SD billing entry.</td>
</tr>
<tr>
<td>Date range or a portion of the date range overlaps an approved claim; Travel Claim for [date] - start [time hh:mm] AM/PM to end [time hh:mm] AM/PM overlaps a Service Delivered entry for the same date.</td>
<td></td>
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| **Claim amount over limit; Travel Claim for [date] - start [time hh:mm] AM/PM to [time hh:mm] AM/PM exceeds the calculated 10% of gross wages for provider.** | Per DHS/ODDS policy, Travel Time can only be paid up to a maximum limit of 10% of the PSW’s gross wages received for that calendar month.  
This travel time entry exceeds that allowed 10% limit. | Yes                   | The Travel Time entry will stay suspended until additional wages are paid for that time period or other paid Travel Time claims are voided. |
