

## eXPRS Mobile-EVV for PSW Providers How to Correct or Add an EVV Shift in the eXPRS Desktop

(updated 6/9/2021)

After your *draft* SD billing entries as a PSW have been created from **eXPRS Mobile-EVV**, you can review those *draft* entries in the **eXPRS Desktop**. If there are corrections or changes needed to SD billing entries created by **eXPRS Mobile-EVV**, such as an update to a **Start** or **End Time**, you can make those changes as long as the SD is still in *draft* status, and then select the **Reason** for the change from dropdowns.

In situations when manual entry of a SD billing entry is needed for EVV services, you can create those using the **eXPRS Desktop** as well, selecting the **Reason** for the manual entry from the dropdown.

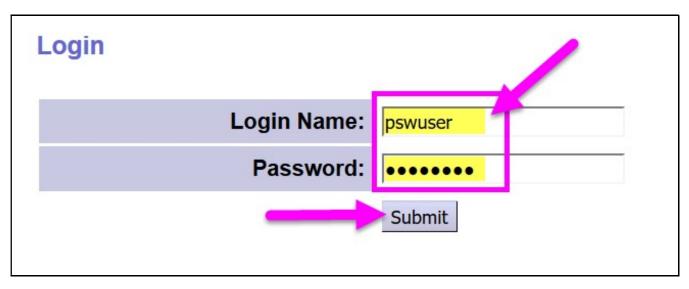
**IMPORTANT:** when using the **eXPRS Desktop** to do SD billing entry work, <u>there</u> are 3 important things to remember:

- There is <u>no change in the current process for billing</u> for <u>non-EVV services</u>, such as <u>OR004-Mileage</u> & <u>OR401-Job Coaching</u>. These services do not require use of EVV, so billing for them has not changed. SD billing entry will be done manually, the regular way using the **eXPRS Desktop**.
- For PSWs who have received a exception from using eXPRS Mobile-EVV for all individuals/services, SD billing entry will be done manually, the regular way using the eXPRS Desktop. There will be no Reason dropdowns enabled for PSW providers who have an approved EVV Exception.
- 3. At payroll time, *PSWs must still*:
  - a. use eXPRS Desktop to <u>submit ALL their SD billing entries</u> they want to be paid for, and
  - b. print timesheets & get their employer's signatures, and
  - c. <u>send signed timesheets to the CME</u> within the payroll processing due dates.

The payroll & timesheet process for PSWs *has not changed*.

## How to Correct a draft EVV SD billing entry:

1. Log in to the **eXPRS Desktop** website from a computer or laptop.



2. From the left-hand menu, click on *Create Service Delivered Entries from Single Service Authorization* to search for your active service authorizations that can be billed against.

Go To EVV	Home				
Find SPA	My Crede	entials			
View Service Delivered	SPD ID	Specialty	CHC Expires	PEA Expires	Approved to Work Expires
Create Service	8****0	84-803	7/31/2021	5/31/2025	7/31/2021
Delivered Entries from Single Service	l/ly Notifi	cations			
Authorization		Filter	ed By Type All 1	Notification Types 🗹	Include Removed 🗆
Find Claims					
Enter Travel Time				Find	
View Travel Time					
	20		No matching	notifications were	found.

- 3. Now you can search for your active authorizations that can be billed against. Any SD billing entries created from **eXPRS Mobile-EVV** will be saved under its authorization.
  - Easiest way to search is to use the **date rang**e for the dates you worked (*or will work*) in the **Effective Date** & **End Date** fields.
  - With your work dates entered, click **Find** to search.

Create Service Delivered Entries from	n Single Service Authorization
Client Prime:	
Service Location/PSW SPD Provider ID:	離
DHS Contract Num:	
Service Element:	✓
Procedure Code:	✓
Svc Modifier Cd:	✓
Effective Date:	6/1/2021 Ⅲ Exact: ○Yes ●No
End Date:	6/30/2021
	Find Reset

4. A list of active authorizations that covers the work dates entered will show below.

Jocedure C	04-		~	
Svc Modifier	Cd:	~	·	
Effective D	Date: 6/1/2021		Exact:	🔾 Yes 💿 No
End D	Date: 6/30/2021		Exact:	⊖Yes ⊙No
Name	Find Reset	Print Service L	_ocation/PSW	4
O'SUNSHINE, RAY - xyz0000a	1	<b>PSW Provider</b> - 1****9		
SPA# Proc Code		Modifier Rate	Begin	End
38****16 OR004 - Comm Transp, Mileage	WE - Co	mmunity 0.485	8/1/2020 6/30	/2021 🍓 💲
43****20 OR507 - Relief Care, Daily	NA - Not	Applicable 212.00	8/1/2020 6/30	/2021
38****12 OR526 - Attendant Care, home or o	comm NA - Not	Applicable 17.36	8/1/2020 6/30	/2021 🍓 💲

5. From the results list, click on the green dollar sign \$ at the far right of the authorization line for the service you need to correct billings for to open it. This will take you to the Service Delivered by Service Authorization page – the regular SD billing entry page - for that authorization. Any EVV generated SD billings will be saved here for you from eXPRS Mobile-EVV.

	.ucedure Cou.			~		
	Svc Modifier Cd:		~	·		
	Effective Date:	6/1/2021		Ex	act: OY	es 💿 No
	End Date:	6/30/2021		Ex	act: OY	es 💿 No
	1	Find Reset 🍪 Print				
	Name	÷	Service L	_ocation/PS	SW	\$
O'SUNSHIN	<b>E, RAY</b> - xyz0000a	PSW Provider	1****9			
SPA#	Proc Code	Modifier	Rate	Begin	End	
38****16	OR004 - Comm Transp, Mileage	WE - Community	0.485	8/1/2020	6/30/2021	5
43***20	OR507 - Relief Care, Daily	NA - Not Applicable	212.00	8/1/2020	6/30/2021	5
38****12	OR526 - Attendant Care, home or comm	NA - Not Applicable	17.36	8/1/2020	6/30/2021	\$

6. In the Service Delivered by Service Authorization page you will see SD billing entries that have been manually or eXPRS Mobile-EVV created.

	Clie	Provider: PSW Provider - 1*** nt Name: RAY O'SUNSHINE anization: BROKERAGE /Cas Service: SE149/OR526 - Att Rate: \$17.36	se Mg		can m		means anges, if oplicabl	e Revie	Dates: 8/1 Prime: xy: w Req: Yes		1	
Select	Begin Date/Time	End Date/Time	Ser Ti	otal vice Bille me Unit 2:20		Status Draft	Start Time Change Reason No Internet service to Y	End Time Change Reason	Direct Support Professional	Start Location	End Location	
	06/05/2021 09:30 AM PDT 06/08/2021 04:38 PM PDT	IIII    06/05/2021    04:311    IIII    D1      IIII    06/05/2021    11:05    AM PDT      IIII    06/08/2021    06:47    PM PDT		1:35 2:09		Draft	No Internet service to 🗸	Mistakenly clocked or		1** <sup>1</sup> .*********************************	4 ************************************	
			] <b></b> 6	:04 For	items	Cance	Reason v el Changes ed above Submit	Delete			1. 9	Save All

• SD billing entries in *draft* status are open and you can make any corrections needed before you submit them for payment

<u>For example</u>: This PSW corrected the **End Time** for the *draft* SD billing on 6/8/2021 from 4:47 PM PDT to 6:47 PM PDT because they *Mistakenly clocked out* when using eXPRS Mobile-EVV.

		<del>9</del> 17.36						Print	Y Yes	3		
Select	Begin Date/Time	End Date/Time	5		Billed Units Group	Status	Start Time Change Reason	End Time Change Reason	Direct Support Professional	Start Location	End Location	
	06/02/2021 02:31 PM PDT	III 06/02/2021 04:51 PM PDT		2:20		Draft	No Internet service to 🗸			4*.*****************2 1**.**************9	4*.**********2	
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	06/08/2021 04:38 PM PDT	106/08/2021 06:47 PM PDT		2.00		Draft		Mistakenly clocked or 🗸		4*.**********2 1**.**********9	4*.*********2 1**.**********9	
						Draft	Reason 🗸					Save All
			-	6:04		Canc	el Changes					
					For items	check	ed above Submit	Delete				

- The PSW made the correction to the service End Date/Time,
- o selected the appropriate End Time Change Reason from the dropdown, and then
- o clicked **Save All** to save the changes.

 Using the Change Reason dropdowns will also work if manual SD billing entry is necessary from time to time. Just enter the *draft* SD billing entry information manually, select the Reason from the Start Time Change Reason dropdown, then click Save All.

		Nale: \$17.36						applicabl	C		Variation Variation			
Select		the service Begin & Date/Time manually.	:	Total Service Time	Billed Units Gro	up Status	Select a R the manual the dro	entry fro pdown.		e	Direct Support Professional	S Start Location	End Location	
	06/02/2021 02:31 PM PDT	51 PM PDT		2:20		Draft	No Internet se		]			4*.******************************9	4* ***********************************	
	06/05/2021 09:30 AM PDT	06/ 5/2021 11:05 AM PDT		1:35		Draft	No Internet se	e vice to 🗸	]			4*.***********2 1**.************9	4*.**********2 1**.***********9	
	06/08/2021 04:38 PM PDT	3/2021 06:47 PM PDT		2:09		Draft	Reason	~	Reason	~		4*.************2 1**.************9	4*.**********2 1**.**********	
	06/01/2021 08:15 AM PST	06/01/2021 09:45 AM PST				Draft		~						Save All
				6:04		Cano	Clocked in too	o early ervice to clo ually Due to ice at time nted	Data Entry Error of service					

Start Time Change Reason	End Time Change Reason
Reason ~	Reason ~
Reason	Reason
Forgot to clock in at the beginning of shift	Forgot to clock out at the end of shift
Clocked in too early	No internet service to clock out
No Internet service to clock in	Mistakenly clocked out
Created Manually Due to Data Entry Error	Created Manually Due to Data Entry Error
SPA not in place at time of service	SPA not in place at time of service
Exception granted	Exception granted
eXPRS Was Unavailable	eXPRS Was Unavailable

8. The service **Begin Date/Time** and service **End Date/Time** data has been reformatted to include the both date and time for **Service Begin** and **Service End** information in the same data field.

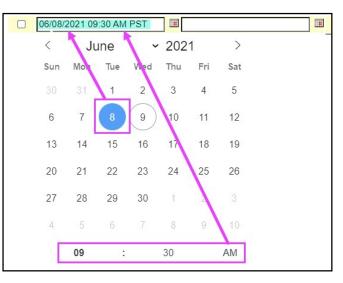
## mm/dd/yyyy hh:mm AM/PM PST

**UPDATED FEATURE** - the SECONDS has been removed and is no longer required on SD times.

This format change was made to accommodate *eXPRS Mobile EVV* billing for services in a different time zone. When manually entering the SD billing date and time information, you can change the "**PST/PDT**" to reflect the actual time zone the service was provided in, such as to **MST/MDT** for Mountain time zone if needed for those individuals living on the Oregon/Idaho state border.

- Important: The default in eXPRS will be to show the SD date and times <u>as in the Pacific time zone</u>. If SD billings are entered for services provided in a different time zone, once the SD is saved as a **draft**, the data will display in eXPRS <u>as the Pacific time zone equivalent</u> for the different time zone data entered.
  - For example: an SD billing is entered with a begin date/time of "5/15/2021 10:00 AM MDT". Once that SD billing is saved as a *draft*, eXPRS will display that information as "5/15/2021 9:00 AM PDT". This is because 10 o'clock in Mountain time is the same as (equivalent to) 9 o'clock in Pacific time.
- NEW FEATURE: The calendar widgets have been added back to eXPRS as an option for entering Begin & End Dates/Times. Simply click on the calendar icon next to the Date/Time entry field to activate. Then click on the service DATE from the calendar, and enter the hours and minutes for the TIME.

<	Ju	ine	~	202	1	>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	
4	5	6	7		9	10	
	12	:		00		PM	



10. When you are ready for your *draft* SD billing entries processed for payment, the process is the same as in the past. You select the SD billings you wish to submit for payment, then click **Submit**.

		ttenda	ant Ca	re, no		MINNA - Not Applicabl					
	Rate: \$17.36							ew Req: Yes	S		
							Print				
			Total	Billed		Start Time	End Time	Direct			
Begin Date/Time	End Date/Time				up Status		Change Reason	Professional	Start Location	End Location	
06/02/2021 02:31 PM PDT	III 06/02/2021 04:51 PM PDT		2:20		Draft	No Internet service to $\checkmark$	]		4*.*********2 1**.**********9	4*.**********2 1**.**********9	
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06/08/2021 04:38 PM PDT	06/08/2021 06:47 PM PDT		2:09		Draft	Reason 🗸	Reason	] .	4*.***********2 1**.************9	4*.**********2 1**.************	
06/01/2021 08:15 AM PST	06/01/2021 09:45 AM PST				Draft	No Internet service to 🗸					Save All
			6:04		Can	cel Changes					
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	6/02/2021 02:31 PM PDT 6/05/2021 09:30 AM PDT 6/08/2021 04:38 PM PDT	6/02/2021 02:31 PM PDT III 06/02/2021 04:51 PM PDT 6/05/2021 09:30 AM PDT III 06/05/2021 11:05 AM PDT 6/08/2021 04:38 PM PDT III 06/08/2021 06:47 PM PDT	Begin Date/Time    End Date/Time      6/02/2021 02:31 PM PDT    III    06/02/2021 04:51 PM PDT    III      6/05/2021 09:30 AM PDT    III    06/05/2021 11:05 AM PDT    III      6/08/2021 04:38 PM PDT    III    06/08/2021 06:47 PM PDT    III	Begin Date/Time    End Date/Time    Service Time      6/02/2021 02:31 PM PDT    III    06/02/2021 04:51 PM PDT    III    2:20      6/05/2021 09:30 AM PDT    III    06/05/2021 11:05 AM PDT    III    3:35      6/08/2021 04:38 PM PDT    III    06/08/2021 06:47 PM PDT    III    2:09      6/01/2021 08:15 AM PST    IIII    06/01/2021 09:45 AM PST    IIII    6:04	Begin Date/Time    End Date/Time    Service Time    Billed Units    Crow      6/02/2021 02:31 PM PDT    III    06/02/2021 04:51 PM PDT    III    2:20    I    I      6/05/2021 09:30 AM PDT    III    06/05/2021 11:05 AM PDT    III    1:35    I    I      6/08/2021 04:38 PM PDT    III    06/08/2021 06:47 PM PDT    III    2:09    I    I      6/01/2021 08:15 AM PST    IIII    06/01/2021 09:45 AM PST    IIII    0    6:04	Begin Date/Time    End Date/Time    Service Time    Blind Vite    Group Status      6/02/2021 02:31 PM PDT    06/02/2021 04:51 PM PDT    2.20      Draft      6/05/2021 09:30 AM PDT    06/05/2021 11:05 AM PDT    1.35      Draft      6/08/2021 04:38 PM PDT    06/08/2021 06:47 PM PDT    2.09      Draft      6/01/2021 08:15 AM PST    06/01/2021 09:45 AM PST    6:04     Draft	Begin Date/Time  End Date/Time  Total Bisvice  Billed Units  Start Time Change Reason    6/02/2021 02.31 PM PDT  06/02/2021 04:51 PM PDT  2.20  0  0  Draft  No Internet service to \sigma    6/05/2021 09:30 AM PDT  06/05/2021 11:05 AM PDT  11.35  0  Draft  No Internet service to \sigma    6/08/2021 04:38 PM PDT  06/08/2021 06:47 PM PDT  11.20  0  Draft  No Internet service to \sigma    6/01/2021 08:15 AM PST  110  06/01/2021 09:45 AM PST  12  0  Draft  No Internet service to \sigma    6:04  Cancel Changes	Begin Date/Time    End Date/Time    Service Billed Time    onits    Start Time Change Reason    End Time Change Reason      6/02/2021 02:31 PM PDT    II    06/02/2021 04:51 PM PDT    II    2:20    Image: Change Reason    No Internet service to     Image: Change Reason    Image: Change Reas	Begin Date/Time  End Date/Time  Total Service  Start Time Units  Start Time Change Reason  End Time Change Reason  Direct Support Professional    6/02/2021 02:31 PM PDT  II  06/02/2021 04:51 PM PDT  II  2:20  I  I  Draft  No Internet service to <  Image Reason  Direct  Support    6/05/2021 09:30 AM PDT  III  06/05/2021 11:05 AM PDT  III  1:35  Image Reason  Image Reaso	Total Service Billed Time  Total Service Billed Time  Start Time Units Group Status  Start Time Change Reason  End Time Support  Direct Support  Start Location    6/02/2021 02:31 PM PDT  06/02/2021 04:51 PM PDT  2:20  Image Reason  Professional  Additional    6/05/2021 09:30 AM PDT  06/05/2021 11:05 AM PDT  1:35  Image Reason  Professional  Additional    6/08/2021 04:38 PM PDT  06/08/2021 06:47 PM PDT  2:09  Image Reason  Reason  Reason  Image Reason  Additional    6/01/2021 08:15 AM PST  110  06/01/2021 09:45 AM PST  Image Reason  Reason  Reason  Image R	Total Begin Date/Time  Total Time  Start Coca  Start Time Change Reason  End Time Change Reason  Direct Support  Direct Support  Start Location  End Location    6/02/2021 02:31 PM PDT  06/02/2021 04:51 PM PDT  2:20  Image Reason  Image Reason

11. Once submitted, the SD billings that have a status of *pending* are now ready to be printed on timesheets for employer signatures, and then to turn in to the authorizing CME.

	Ser	rvice: SE149/OR526 - Atter		e, hon	ne or		Jase Mgmt Prov IA - Not Applicable	_				
		Rate: \$17.36					·····	Re	view Req:	Yes		
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Select			Tota Servio	e Billed			Start Time	End Time Change	Direct Support			
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		Department of Human Services SS Payment & Reporting Sy	stem (	eXPRS)
KPRS ress Payment & Reporting System	eXPRS	S Plan of Care - Services	s Deliv	ered Form
	Page 1 of	2 Date:6/9/2021, 2:53:30 Pl	М	
Customer Name: O'SUN	SHINE, RA	λY	Pri	<b>me:</b> xyz0000a
Provider Name: PSW	Provider	Pro	ovider N	<b>um:</b> 1******9
CM Organization: BROF Service: SE14 rvice Delivered On:		Attendant Care, home or comm	n/NA - No	ot Applicable
			Total Hours for	Group?
Start Date/Time	IN	End Date/Time OUT	Entry	•
Start Date/Time 06/02/2021 02:31 PM		End Date/Time OUT 06/02/2021 04:51 PM PDT		•
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06/02/2021 02:31 PM	/I PDT /I PDT	06/02/2021 04:51 PM PDT	Entry 2:20	(yes/no) No