DD Personal Support Worker (PSW)
eXPRS Overview #1

eXPRS General Information

Dept of Human Services (DHS)
Office of Developmental Disabilities Services (ODDS)

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What is eXPRS?

- eXPRS is an Internet-based, website program used to manage the authorization & payment of services for individuals with I/DD.

- It’s usable from any device that can access the internet, such as a computer, a laptop, iPad® or tablet.

- People who use eXPRS must have a valid email address and register to get a user account with a unique Login Name & Password.
What does this mean for you?

The work you do as a PSW for individuals with I/DD is authorized & billed using eXPRS.

1. A CME must first set up your **authorizations** in eXPRS, based on your service agreements.

2. When you work, you’ll track your time-worked using **eXPRS Mobile-EVV** (or enter your time manually). Then print timesheets at payroll time.

3. eXPRS sends your time-worked information to the PSW payroll vendor, who then processes & sends your paycheck.
Becoming a PSW

To be a PSW, you must be enrolled & credentialed as a Medicaid provider with DHS & have **approved to work** status.

To get **approved to work** status, PSWs must have:

• a **Criminal History Check** (CHC) every 2 yrs

• a **DHS Provider Enrollment Application & Agreement** (PEAA) every 5 yrs

• pass all **Federal ACA validation checks** every 5 yrs

• complete the **FMAS payroll vendor enrollment** packet
What else do I need to know?

- PSWs will have **Service Agreements** you sign with your employer.
- These agreements will outline your work duties, number of hours & your schedule.
What else do I need to know?

To be paid for your work as a DD PSW, you must report your time-worked using *eXPRS* or *eXPRS Mobile-EVV*.

- Submit your time-worked at payroll time.

- Print timesheets for your employer’s signature

- Turn in your timesheets + other documentation to the CME.
What else do I need to know?

PSW providers can get paid up to 2 times per month.

⇒ The pay periods & the timesheet due date schedule is available on the eXPRS Help Menu.

PSW paychecks will come from the FMAS payroll vendor designated by ODDS to process payments to PSWs.
How does it all work?

In order to get paid for the work you do, the dates & times you worked must be entered into eXPRS.

This time-worked information is called:

**Service Delivered (SD) billing entries**

⇒ Depending on the type of service you are providing, how you enter your Service Delivered billing entries for the dates/times you worked may be different.
How does it all work?

eXPRS has 2 methods for PSWs to report their dates & time-worked SD Billing information.

- The eXPRS Mobile-EVV method is used for Attendant Care type services.

- The direct eXPRS Desktop website method is used for Mileage or Job Coaching employment supports.

Specific details on how to use both of these eXPRS time entry methods are covered in their own videos.

Please review those videos for instructions.
How does it all work?

Once the **Service Delivered** billing entries have been entered & submitted to **pending** status they:

- can be printed out on a timesheet for you & your employer to sign, and
- are ready for the CDDP, Brokerage or CIIS staff to review & release for payment processing.

- there is one timesheet per individual & service authorized.
- Mileage & Daily Relief Care are tracked on their own timesheet forms.
How do I get started?

Complete your DHS Provider Enrollment packet, including the PSW Provider Enrollment Application & Agreement and Criminal History Check forms.

Contact the ODDS PSW Provider Administration Unit if you have questions.
⇒ Email: psw.enrollment@state.or.us
⇒ Phone: 1-800-874-2788, option #4
How do I get started?

In your packet, also complete & return the eXPRS User Enrollment Form. This is what will give you access to eXPRS.

Contact the eXPRS User Enrollment if you have questions.
⇒ Email: info.exprs@state.or.us
⇒ Phone: 1-844-874-2788, option #3
How do I get started?

Make sure your FMAS payroll vendor enrollment packet is fully completed & returned to PPL.

The PSW payroll vendor for ODDS is PCG Public Partnerships, LLC (PPL)

http://publicpartnerships.com/programs/oregon/fmas/

BetterOnline™ web portal
What if I need help?

There are many resources & information available to assist you.

- There are user guides & tutorials available on the eXPRS Help Menu
  [http://apps.state.or.us/exprsDocs/](http://apps.state.or.us/exprsDocs/)

- Contact the CDDP, Brokerage or CIIS Program for assistance or with questions on your service authorizations & timesheets.

- Submit an eXPRS Technical Assistance Request if you need help using eXPRS.
  - Phone: 1 (844) 874-2788, option #3
  - Form: [https://apps.state.or.us/exprsWeb/ServiceRequest.do](https://apps.state.or.us/exprsWeb/ServiceRequest.do)
Other Resources

Don’t forget ...

... you can also watch the other tutorial videos available for PSWs on how to use eXPRS and eXPRS Mobile-EVV.

Links to the videos are available on the DHS iLearn website:

https://ilearn.oregon.gov
Thank You for viewing this presentation!