

Using the eXPRS Desktop Landing Page

Overview

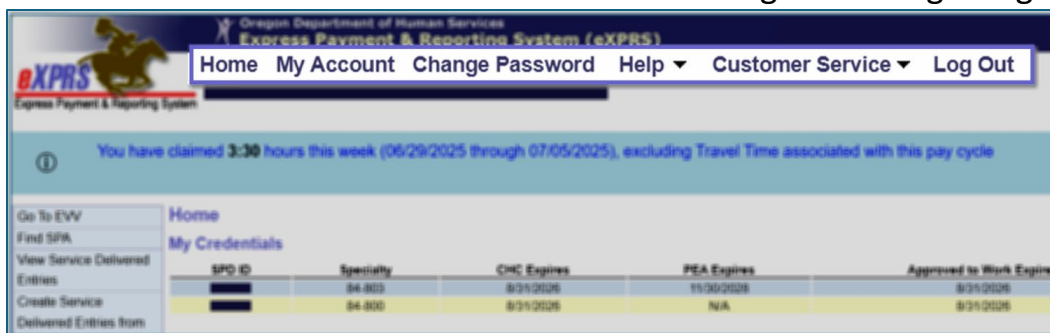
The eXPRS Desktop Landing Page is designed for PSWs to navigate the system and also provide access to important information. Personal Support Workers will need to use the eXPRS Desktop site to complete key workflows, such as:

- 1) **Creating and Editing Service Delivered Billing Entries**
- 2) **Printing Timesheets**
- 3) **Submitting Billings to the Case Management Entity for payment**

Upon logging into the system, the user will have the following features:

Top Menu Bar

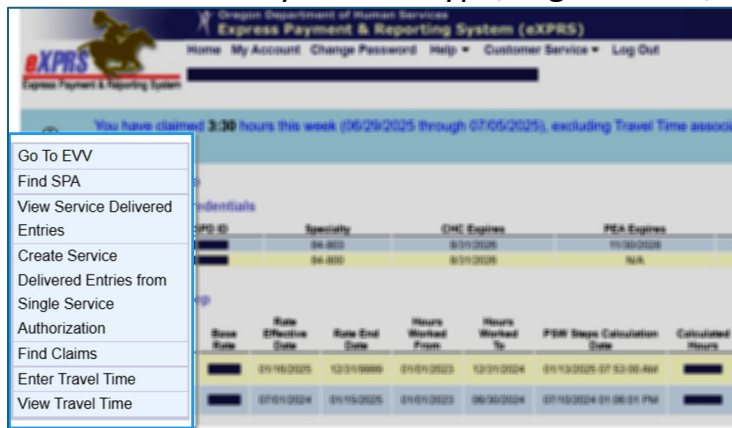
Used for administrative functions such as account management or getting help.



- **Home Button:** Returns you to the landing page from anywhere in system.
- **My Account Button:** Opens your personal account details, including your organization and associated roles.
- **Change Password:** Allows you to update your password and Identity Verification Question and Answer.
- **Help Menu:** Offers general help resources, including videos and guides.
- **Customer Service Menu:** Provides options to contact support directly or submit an eXPRS Technical Assistance Request for help with the system.
- **Logout Button:** Logs you out of the system.

Left Navigation Menu

The left navigation menu is the primary way to navigate eXPRS. The options available are customized based on your user type, organization, and roles.

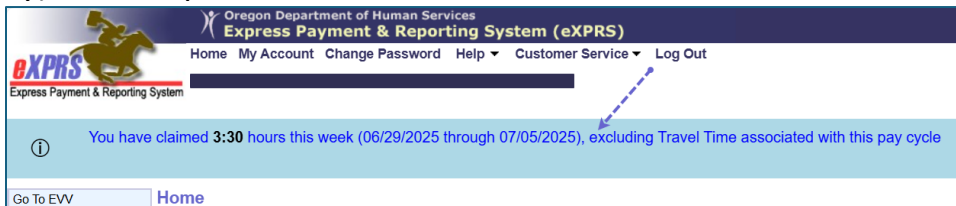


The screenshot shows the eXPRS interface with the left navigation menu open. The menu includes options like 'Go To EVV', 'Find SPA', 'View Service Delivered Entries', 'Create Service', 'Delivered Entries from Single Service', 'Authorization', 'Find Claims', 'Enter Travel Time', and 'View Travel Time'. The main content area displays a table of service entries.

SPD ID	Specialty	CHC Expires	PEA Expires
84-803		8/31/2026	11/30/2028
84-800		8/31/2026	N/A

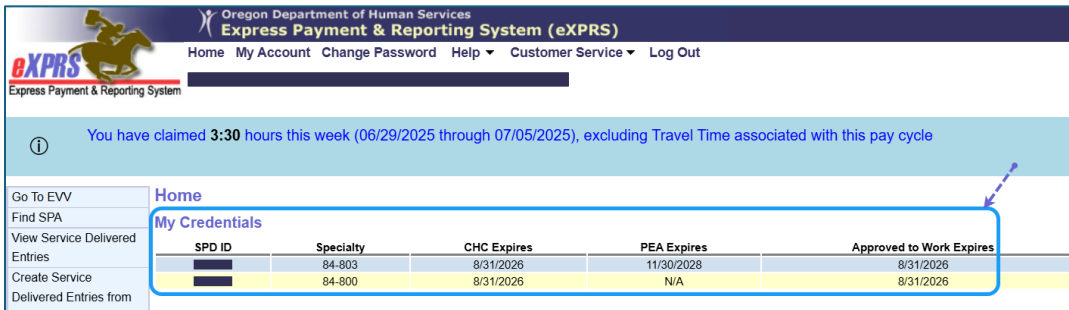
Additional Features

Alerts: Displays the number of hours worked for the current work week (Sunday to Saturday). This helps PSWs track their hours.



The screenshot shows the eXPRS interface with an alert message: 'You have claimed 3:30 hours this week (06/29/2025 through 07/05/2025), excluding Travel Time associated with this pay cycle'. A blue arrow points to the 'Log Out' link in the top navigation bar.

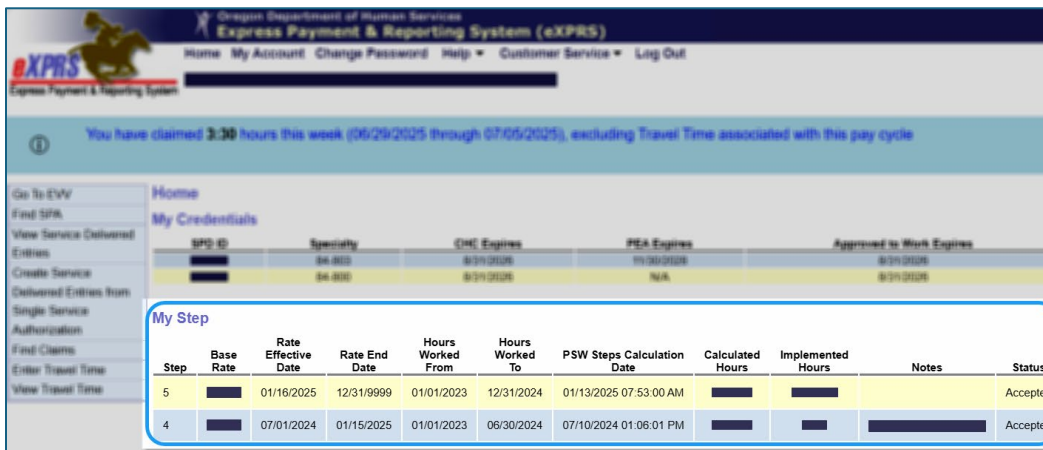
My Credentials: Shows details such as CHC and PEA expiration dates, which need periodic renewal, and the Approved-to-Work credential, which also has an expiration date. See **Appendix A** for more information on the My Credentials section.



The screenshot shows the eXPRS interface with the 'My Credentials' section highlighted. A blue arrow points to the 'Approved to Work Expires' date in the table.

SPD ID	Specialty	CHC Expires	PEA Expires	Approved to Work Expires
84-803		8/31/2026	11/30/2028	8/31/2026
84-800		8/31/2026	N/A	8/31/2026

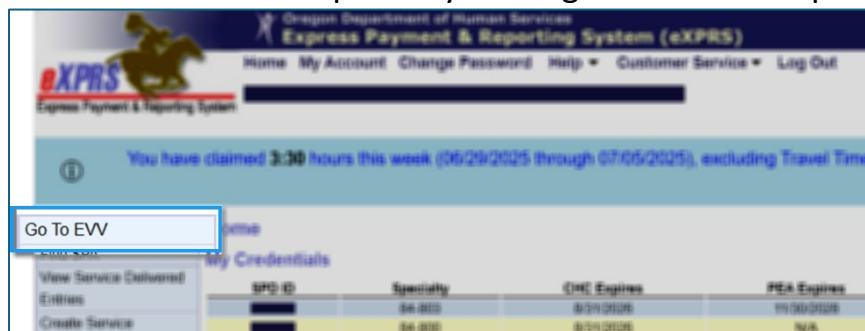
My Step: Shows details about the PSW's current and historical rates, along with information about the rate. For detailed information on this section, see the Help Guide: **How eXPRS Assigns and Displays a PSW's Pay Step and How Fixed Rates and Differentials Work**



My Step

Step	Base Rate	Rate Effective Date	Rate End Date	Hours Worked From	Hours Worked To	PSW Steps Calculation Date	Calculated Hours	Implemented Hours	Notes	Status
5		01/16/2025	12/31/9999	01/01/2023	12/31/2024	01/13/2025 07:53:00 AM				Accepted
4		07/01/2024	01/15/2025	01/01/2023	06/30/2024	07/10/2024 01:06:01 PM				Accepted

Go To EVV Option: Allows you to switch between the desktop site of eXPRS and the mobile EVV version. The layout will shift, but the information remains similar. You can switch back to the desktop site by clicking "eXPRS Desktop."



Go To EVV

Appendix A: My Credentials Section

The **My Credentials** section displays this information so a PSW can see when their credentials will expire and renew them. This will prevent any gap in the PSW's ability to work. PSWs must renew their Criminal History Check (CHC) every two years, and their Provider Enrollment Application and Agreement every five years.

To initiate the credential renewal process, PSWs must complete the Criminal History Check and Provider Enrollment Application and Agreement and submit them to the appropriate office.

These forms and instructions for completing them are available on the [ODDS Website > Resources for Personal Support Workers \(PSWs\) > Enrollment and Renewal](#):

Resources for Personal Support Workers (PSWs)

[I/DD Provider and Partner Resources](#)

[Director's Messages](#)

[Behavior Professional Resources](#)

[Find a Behavior Professional](#)

[Certification, Endorsement and Licensing](#)

[Foster Care Provider Resources](#)

[Foster Home Licensing](#)

Resources

[Case Management Entities](#)

Find resources for PSWs who provide services for I/DD individuals and families.

[Enrollment and renewal](#)
[eXPRS and EVV](#)
[General resources](#)

Enrollment and renewal

[Useful links](#) +

[Provider enrollment agreement](#) +

[Criminal history check](#) +