

手动更正或添加 EVV 班次或其他计费

概述

在 eXPRS Mobile-EVV 中以 PSW 身份创建 Service Delivered Billing Entries (SD, 服务交付计费记录) 草稿后, 您可以在 eXPRS 桌面版网站中查看并编辑这些记录。如有需要, 您也可以直接通过 eXPRS Desktop 网站手动录入 SD (服务交付计费记录)。

请注意以下事项:

- 非 EVV 服务 (例如 Mileage (里程) 或 Job Coaching (就业辅导)) 无需使用 EVV。这些服务的 SD (服务交付计费记录) 始终通过 eXPRS Desktop 创建。
- 获得 EVV Exception (EVV 豁免) 的 PSW, 应通过 eXPRS Desktop 创建 SD。对于已获批准 EVV Exception (EVV 豁免) 的 PSW 服务提供者, 系统不会启用 “Reason (原因)” 下拉菜单。
- 在发薪期间, PSW 必须:
 - 使用 eXPRS Desktop 提交 SD (服务交付计费记录) 以进行付款处理
 - 打印工时表。个人支持工作人员及其登记雇主在提交前无需在工时表上签字。
 - 请在工资处理截止日期前, 将工时表提交给 CME

更正 EVV 服务交付计费记录

1. 登录 eXPRS Desktop 网站，并选择 Create Service Delivered Entries from Single Service Authorization (从单项服务授权创建服务交付记录)。

The screenshot shows the eXPRS Desktop interface. The top navigation bar includes the Oregon Department of Human Services logo and the text 'Express Payment & Reporting System (eXPRS)'. A sidebar menu on the left contains 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 is titled 'My Step' and contains a table with columns: Step, Base Rate, Rate Effective Date, Rate End Date, Hours Worked From, Hours Worked To, PSW Steps Calculation Date, Calculated Hours, Implemented Hours, Notes, and Status. A blue dashed arrow points from the 'Create Service Delivered Entries from Single Service Authorization' menu item to the first row of the table.

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										
4										

2. 输入搜索条件后，选择查找。

The screenshot shows the 'Create Service Delivered Entries from Single Service Authorization' form. It contains several input fields: Client Prime, Service Location/PSW SPD Provider ID, DHS Contract Num, Service Element, Procedure Code, Svc Modifier Cd, Effective Date (6/1/2025), and End Date (6/30/2025). There are also radio buttons for 'Exact' (Yes/No) and 'Find' and 'Reset' buttons. A blue dashed arrow points from the 'Find' button to the 'Effective Date' and 'End Date' fields.

3. 在搜索结果中，点击对应授权旁边的美元符号 (\$)，以打开需要更正的 SD。

Name		Service Location/PSW				
SPA#	Proc Code	Modifier	Rate	Begin	End	
137	OR526 - Attendant Care, home or comm	NA - Not Applicable	Fixed	6/1/2025	6/30/2025	\$
119	OR004 - Comm Transp, Mileage	WE - Community	Fixed	2/1/2025	6/30/2025	\$
119	OR526 - Attendant Care, home or comm	NA - Not Applicable	Fixed	2/1/2025	6/30/2025	\$

4. 在按服务授权显示服务交付记录页面，根据需要编辑 Draft SD（草稿服务交付记录）。在本示例中，我们修改的是结束日期/时间。因此，还需要从下拉菜单中选择结束时间变更原因，然后点击全部保存。

Service Delivered By Service Authorization
Update an existing or add a new Date Time Entry Line

Provider: [Redacted] Dates: 6/1/2025 - 6/30/2025
 Client Name: [Redacted] Client Prime: [Redacted]
 CM Organization: [Redacted]
 Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable
 Rate: Fixed Review Req: Yes

Print

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group	Status	Start Time Change Reason	End Time Change Reason	Support Professional	Start Location	End Location
<input type="checkbox"/>	06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	0:07			<input checked="" type="checkbox"/> Draft	Reason	Mistakenly clocked ou			
<input type="checkbox"/>						<input type="checkbox"/> Draft	Reason	Reason			Save All

0:07 Cancel Changes

For items checked above Submit Delete

End Time Change Reason dropdown options:
 Mistakenly clocked out
 Forgot to clock out at the end of shift
 No internet service to clock out
 Mistakenly clocked out
 Created Manually Due to Data Entry Error
 SPA not in place at time of service
 Exception granted
 eXPRS Was Unavailable

保存完成后，Draft SD（草稿服务交付记录）将显示更新后的信息：

Service Delivered By Service Authorization
Update an existing or add a new Date Time Entry Line

Provider: [Redacted] Dates: 6/1/2025 - 6/30/2025
Client Name: [Redacted] Client Prime: [Redacted]
CM Organization: [Redacted]
Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable
Rate: Fixed Review Req: Yes
SPA ID: [Redacted]

Print

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group Status	Start Time Change Reason	End Time Change Reason	Direct Support Professional	Start Location	End Location
<input type="checkbox"/>	06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	0:07	0.07	<input checked="" type="checkbox"/> Draft	Reason	Mistakenly clocked ou			
<input type="checkbox"/>					<input type="checkbox"/> Draft	Reason				

0:07 Cancel Changes Save All

手动录入 EVV 服务交付计费记录

- 请按照步骤 #1 - #3 操作。然后在按服务授权显示服务交付记录页面中，在以下各字段输入信息，并点击**全部保存**：
 - 开始日期/时间**：输入班次开始时间。
 - 结束日期/时间**：输入班次结束时间。
 - 团体服务**：如果该 SD 属于团体服务，请勾选复选框。否则留空。
 - 开始时间变更原因**：选择手动创建该 SD 的原因。

Service Delivered By Service Authorization
Update an existing or add a new Date Time Entry Line

Provider: [Redacted] Dates: 6/1/2025 - 6/30/2025
Client Name: [Redacted] Client Prime: [Redacted]
CM Organization: [Redacted]
Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable
Rate: Fixed Review Req: Yes
SPA ID: [Redacted]

Print

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group Status	Start Time Change Reason	End Time Change Reason	Direct Support Professional	Start Location	End Location
<input type="checkbox"/>	06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	0:07	0.07	<input checked="" type="checkbox"/> Draft	Reason	Mistakenly clocked ou			
<input type="checkbox"/>	06/29/2025 10:00 AM PST	06/29/2025 06:45 PM PST			<input type="checkbox"/> Draft	Forgot to clock in at th				

Save All

2. 保存后，您可以通过勾选对应的复选框，然后点击**保存**，以将 SD 提交用于付款处理。

Service Delivered By Service Authorization

Provider: [REDACTED] Dates: 6/1/2025 - 6/30/2025
 Client Name: [REDACTED] Client Prime: [REDACTED]
 CM Organization: [REDACTED]
 Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable
 Rate: Fixed Review Req: Yes
 SPA ID: [REDACTED]

Print

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group	Status	Start Time Change Reason	End Time Change Reason	Direct Support Professional	Start Location	End Location
<input checked="" type="checkbox"/>	06/29/2025 10:00 AM PST	06/29/2025 06:45 PM PDT	8.45			Draft	Forgot to clock in at th				
<input checked="" type="checkbox"/>	06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	4.07			Draft	Reason	Mistakenly clocked ou			
<input checked="" type="checkbox"/>						Draft	Reason				
			12:52								

Cancel Changes

For items checked above

3. 工时表 (Timesheets) 可打印后供雇主签字，然后与其他所需文件一起提交给 CME¹。

Print

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

eXPRS Plan of Care - Services Delivered Form

Page 1 of 2 Date: 7/1/2025, 12:18:56 PM

Customer Name: [REDACTED] Prime: [REDACTED]
 Provider Name: [REDACTED] Provider Num: [REDACTED]
 CM Organization: [REDACTED] SC/PA Name: [REDACTED]
 Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable

Service Delivered On:

Start Date/Time IN	End Date/Time OUT	Total Hours for Entry	Group? (yes/no)
06/29/2025 10:00 AM PDT	06/29/2025 06:45 PM PDT	8:45	No
06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	4:07	Yes
		12:52	TOTAL HOURS

¹详细步骤请参阅指南：[如何打印工时表](#)。

附录 A：使用 eXPRS Mobile-EVV 的例外情况

一旦 EVV Exception (EVV 豁免) 获得批准, PSW 即可通过 eXPRS Desktop 网站录入 SD。EVV 功能及下拉菜单仍会在 eXPRS Desktop 中显示给 PSW, 但根据不同的 EVV 豁免等级, 其功能可能有所不同。

全局豁免

此类豁免适用于 PSW 所服务的所有服务对象。在获批的 Global Exception (全局豁免) 有效期间, PSW 无需使用 eXPRS Mobile-EVV, 也无需使用 eXPRS Desktop 中的 EVV 功能。

- 在移动设备上, PSW 将默认看到 eXPRS Desktop 网站界面。
- 在 eXPRS Desktop 中录入 SD 时, PSW 无需从**开始时间变更原因**下拉菜单中选择原因。

个别豁免

此类豁免仅适用于 PSW 所服务的某位特定服务对象。在获批的豁免有效期间, PSW 仅针对该特定客户, 无需使用 eXPRS Mobile-EVV 来录入工作时间。

- 当 PSW 在 eXPRS Desktop 中为该服务对象手动录入 SD 时, 必须在**开始时间变更原因**中选择**已批准豁免**。
- 对于其他未获得 EVV Exception (EVV 豁免) 的服务对象, PSW 仍必须使用 eXPRS Mobile-EVV 记录工作时间。