

PARTNERS

SEIU LOCAL 503, OPEU

MEMBER RESOURCE SERVICES

877-451-0002

HOME CARE COMMISSION

<http://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/PSW-HCW/Pages/index.aspx>

UPCOMING TRAINING EVENTS

*Lane County May 17 1:00—4:00 pm
2727 Martin Luther King Jr Blvd
Eugene, Or 97401 (Carmichael Room)

*CLCM 1215 NE 7th ST Grants Pass,
OR

May 12 2pm—3:30 pm

June 11 9 am—10:30 am

June 13 6 pm—7:30 pm

Reservations Required 541-474-6072
x314

*Multnomah ,Clackamas, Washington
areas please see the OHCC website for
training dates and times.

Office of Developmental Disabilities

500 Summer Street
Salem, Oregon 97301



Office of Developmental Disabilities

IMPORTANT TIMESHEET CHANGES COMING FOR PSW'S JULY 1, 2016

OFFICE OF DEVELOPMENTAL DISABILITIES

Details Regarding Online Time Sheet Entry

Beginning 7/1/2016

PSW's are required to log time they work into the eXPRS system

We know this is a big change for many PSW's; but please read the following instructions and resources that explain this new requirement.

Counties (CDDPs) and Brokerages may grant limited exceptions to this policy. However every exception is at their discretion to approve or deny the request.

Instructions

To log your time into the eXPRS website follow the three steps:

- For PSW's with a user login and password from eXPRS Go to **Step 1**
- If you do not have a login name and password for eXPRS contact your local Brokerage/County

Step 1: Log In

Go to the Website:
<https://apps.state.or.us/exprsWeb/>



Step 2: Find Client & Log Hours

- Click the box on the left called "Create Service Delivered Entries from Single Service Authorization"
- Enter the date range you want to log and click the "Find" button.
- Select the client you want to bill for by clicking on the \$
- Log your hours by entering the day followed by the start and stop time for the actual hours worked
- Click the "Save All" button and move to the next day and time worked

Notice the option to click called "Group" Box?

If you provided services for more than one individual during the same time please click the Group Box

How will you know
If hours were logged successfully?

When all hours are logged and you have clicked "Save All", click the boxes next to all hours, click "SUBMIT", and wait a few seconds.
If logged hours change from "Draft" to "Pending" you have successfully logged your hours!

If the service deliveries appear as "suspended" or "denied" status, please contact the local County/Brokerage

Step 3: Print & Submit Time Sheet

- Click the "Print" button above the Service Delivered (SD) entry lines. You will turn in this sheet and your signature sheet on or before your 2016 Payroll Calendar deadline

Final Reminder

The PSW and Employer must sign the timesheet before it is submitted to the County/Brokerage

Resources

To read further instructions online:

<https://apps.state.or.us/exprsDocs/>

Need to reset your password?

<https://apps.state.or.us/exprsDocs/HowToResetPassword.pdf>

If you need assistance, please call (844) 874-2788 or email

technical.triage@state.or.us

You Tube video: PSW orientation part 1:

<https://www.youtube.com/watch?v=lx3JXCxXObY>

You Tube video: PSW orientation part 2:

<https://www.youtube.com/watch?v=A33OaN9Nrbg>