

## 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](mailto: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>



# Oregon

Kate Brown, Governor

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Office of Developmental Disabilities Services  
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Voice: 503-945-5811  
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TTY: 800-282-8096

## **RE: Personal Support Worker Progress Notes**

Dear Personal Support Worker,

Starting July 1, 2016 Oregon Administrative Rules will require that all Personal Support Workers submit progress notes as part of a properly completed timesheet (other elements include time in/time out and signatures of the Personal Support Worker and Employer). This is required of any timesheet submitted after July 1, regardless of when time was worked.

Each timesheet you complete must have a Progress Note; however, at a minimum you must have at least one progress note per month of service.

On the back of your timesheet is a box which states, "Progress Notes." You will need to explain how you helped the person to meet their goals as outlined in the ISP, service agreement, or job description. The progress note should also include information that you feel the Service Coordinator or Personal Agent should know.

Below are some examples of what a progress note should look like:

- Example 1
  - Goal: Help John with bathing and mobility
  - Progress Note: "I worked with John on his mobility issues. During our work I noticed the he is having more problems getting in and out of the bathtub."
- Example 2
  - Goal: Help with light housekeeping and assist Lisa in learning how to use a vacuum
  - Progress Note: "Lisa and I worked on keeping her house clean. We worked on Lisa's bathroom, living room, and kitchen. Lisa is quickly learning how to work with a vacuum and can now plug the vacuum in and do small rooms. She gets tired when working on large rooms and still has a hard time not running over the cord. She also needs reminding to roll the cord back up when she is done."

## **FAQ:**

1. **Q. If I submit 4 timesheets at one time, how many progress notes do I need to write?**

*"Assisting People to Become Independent, Healthy and Safe"*

A. You would need to write one progress note for each timesheet. Thus 4 progress notes for 4 timesheets.

**2. Q. If I forget to do a progress note on one timesheet, but I did them on previous ones, will I still be paid?**

A. A properly completed timesheet must include a progress note as of July 1, 2016. If a timesheet does not include a progress note, it is not considered to be properly completed and will be returned.

**3. Q. What if the supports I provide are exactly the same every day of the year? Do I need to write a progress note with each timesheet? Can it say the exact same thing each time?**

A. The progress note should indicate the type of support you have provided and the individuals' progress towards their goal.