eXPRS Mobile-EVV for **PSW Providers**
How to Add a New Shift
(Start a "Group" Service)
(v4; 4/21/2019)

There are times when a PSW provider is working with one individual, and then will start working with a 2nd individual, serving both individuals at the same time. For example, perhaps a PSW meets with 1 individual, then the individual's roommate, also receiving service, joins them later for a joint shopping trip together.

When a PSW is working for/with 2 or more individuals **_at the same time_**, this is considered "group" services. eXPRS pro-rates the amount billed for each individual in the "group" for their portion of time with the "group" to equal the hourly pay for the time the PSW is working.

This guide will cover how to **Add a New Shift** for additional individuals while the PSW has a current shift running in **eXPRS Mobile-EVV**.

To Add a New EVV Shift for additional individuals:

1. When you need to add a shift for a new individual, use your mobile device *(smartphone or tablet)* to open an internet browser *(such as Safari, Chrome, Firefox, Edge, etc)*.

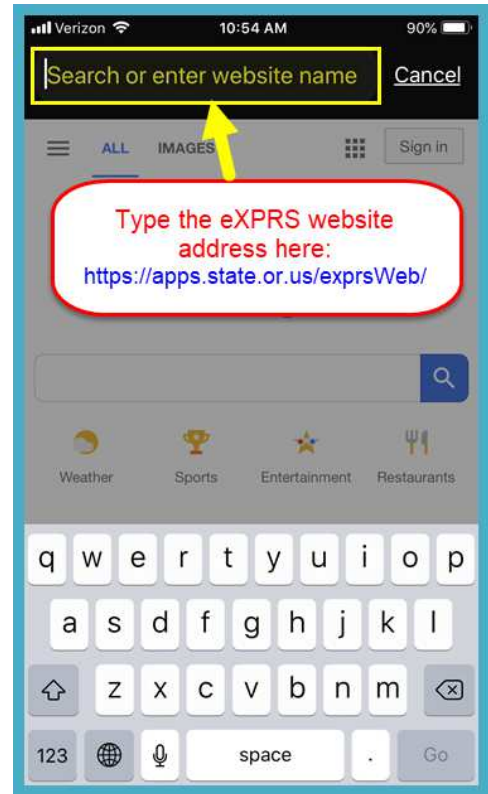   This guide uses Safari in its examples.
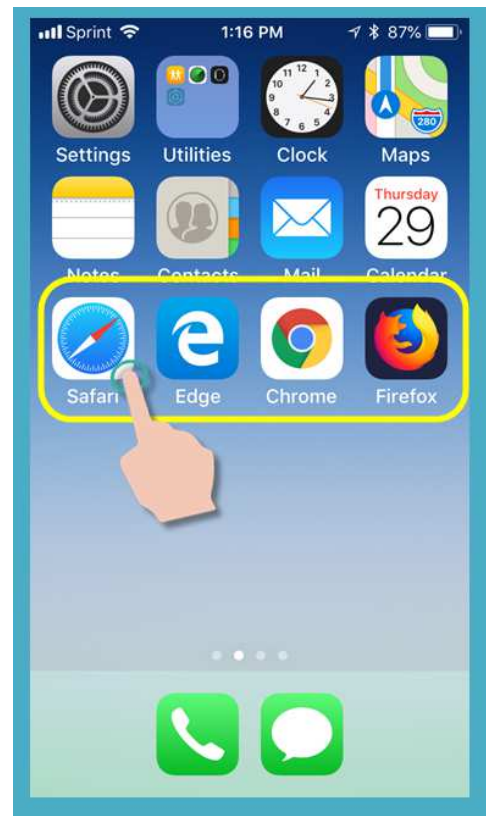
2. In the browser app you have selected, type in the website address for eXPRS into your browser search window.

   eXPRS website address:
   https://apps.state.or.us/exprsWeb/

   ✔ **Pro Tip**: Save the eXPRS website in your Bookmarks or Favorites so you can select it quickly the next time you need to use **eXPRS Mobile-EVV.**

3. On the **eXPRS Mobile-EVV** login page, use your regular eXPRS **Login Name** & **Password** to login.

   This is the same login information you use to login to the eXPRS website on a computer.

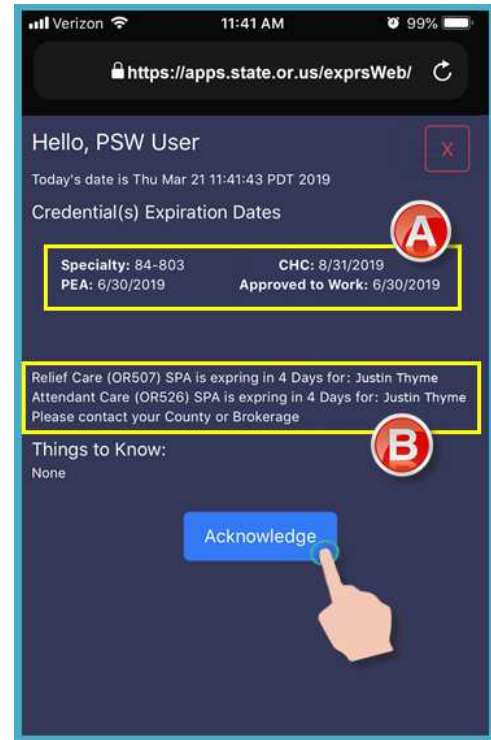   Tap **SUBMIT** to login.
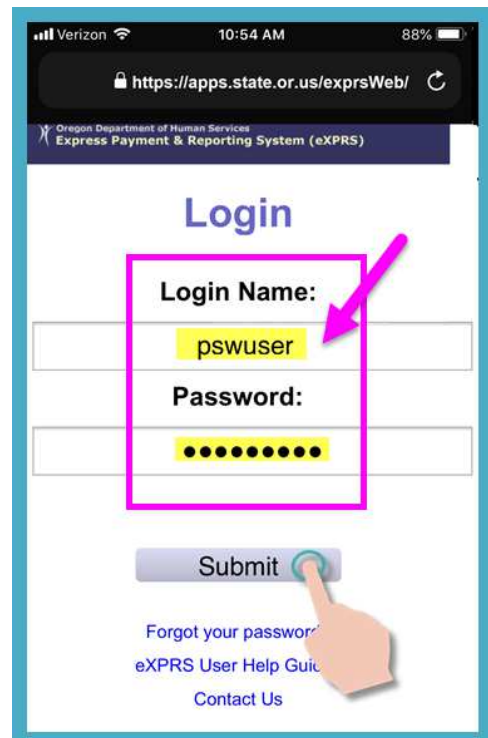
4. Review the Important Messages.

   Information in this page includes notification of:
   - expiration date of your PSW credentials *(example A)*,
   - expiration of one or more of your SPA authorizations *(example B)*
   - other important **Things to Know**.

   Tap on the **Acknowledge** button to continue.

5. Once you have successfully logged in, you will see your "**Dashboard**" screen.

   This screen will show open shifts you currently have running for individuals with whom you are working, the **Start Time** & **Start Date** of that running shift.
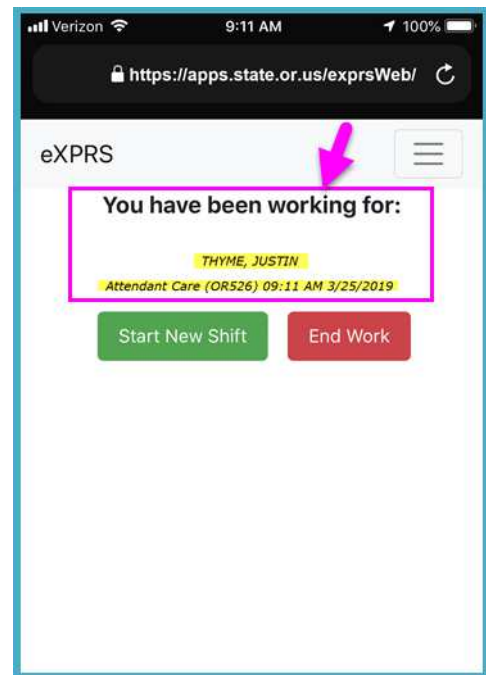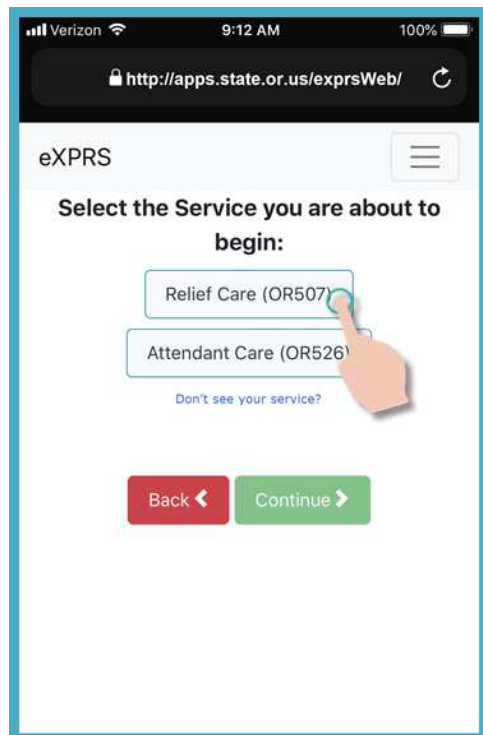
6. To **ADD** a **NEW SHIFT** for an individual to this current shift – meaning you would now be working with a "group" of 2 *(or more)* individuals at the same time - tap on the **Start New Shift** button.
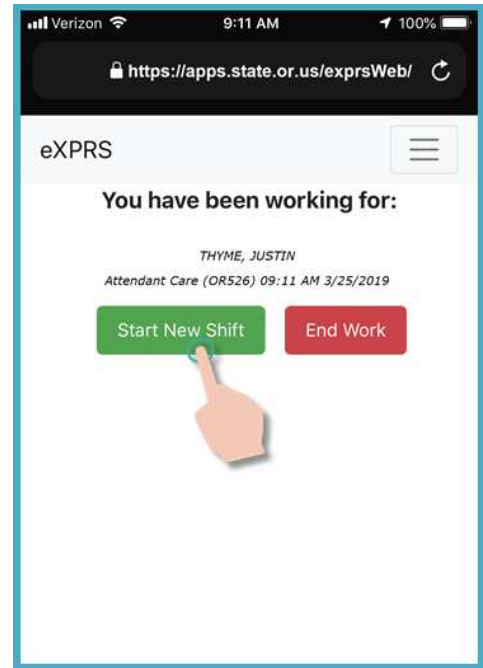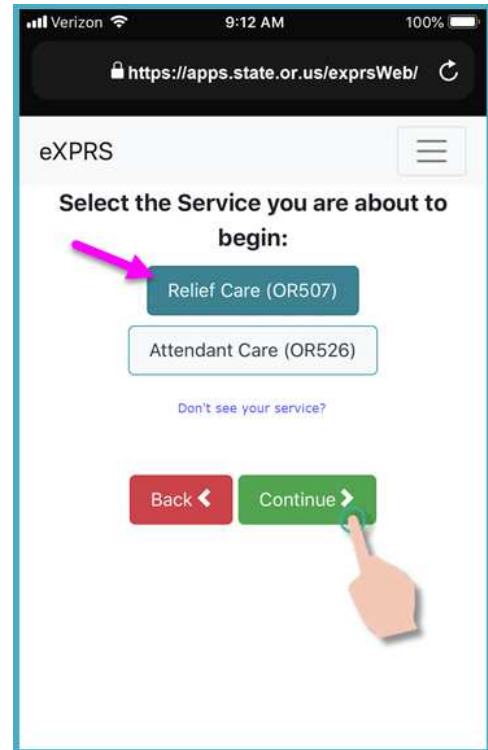
7. From the list of active service authorizations showing, tap on the service you are about **ADD a NEW SHIFT** to work.

   The service button will turn dark when selected.

   You can select only 1 service at a time.

Statewide - PSW EVV - Add NEW to Shift (v4; 4.21.19)

8. With the service selected to **ADD a New SHIFT**, tap the Continue > button to move to the next screen.


9. In in the "***Select the Individuals…***" screen, you will see a list of remaining individuals that you can begin a shift for the selected service.

    In this screen, only individuals who have active authorizations for the service you selected ***and who you do not have a current shift running*** will show.

Statewide - PSW EVV - Add NEW to Shift (v4; 4.21.19)
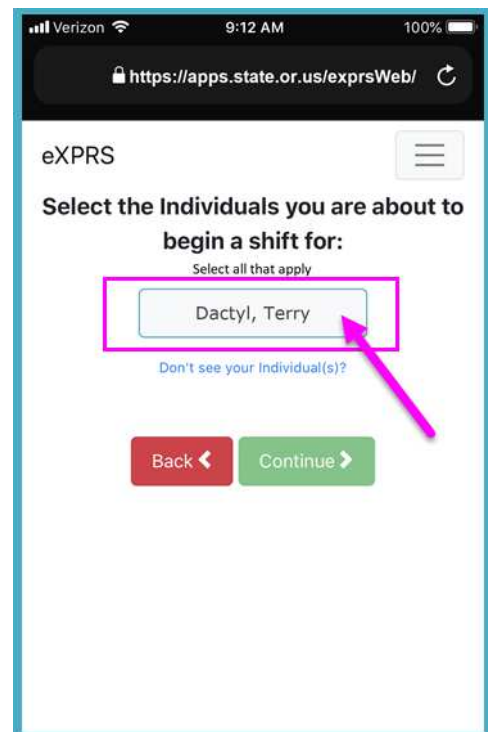
10. Tap on the individual's name you want to **ADD a SHIFT** to work to select them.
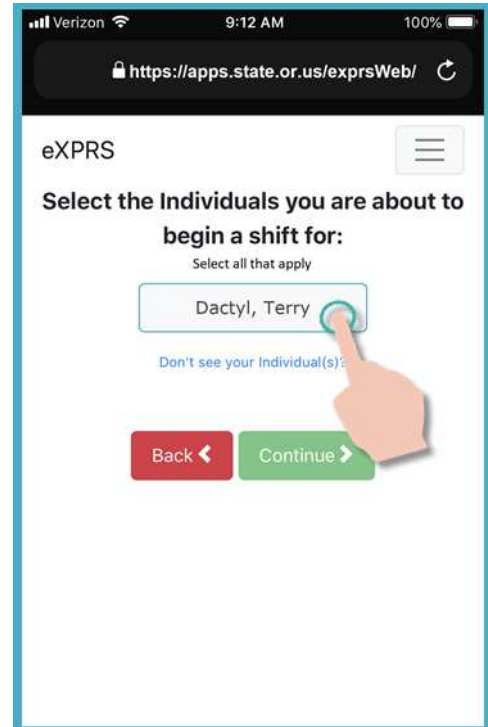
11. Once you've tapped on an individual(s) name the button for them will turn dark when selected.

Tap on the green **Continue >** button to move to the next screen.

If you need to make changes, use the **< Back** button to return to the previous screens.

*Always use the* **< Back** *button to go back.* <u>*Do not*</u> *use your browser app's back button.*
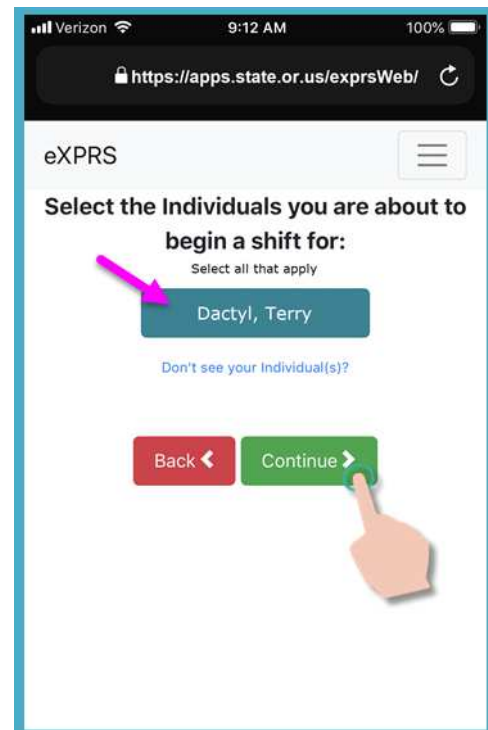
12. You will now see the "**Please Confirm…**" screen showing the Service & the Individual(s) you selected & are about to begin working to **ADD a NEW SHIFT**.

Please review this information
CAREFULLY!

If the service & individual information is **Correct**, tap the **Begin Work** button to start & add your new shift.

If the service or individual(s) listed are *Incorrect*, use the **< Back** button to return to the previous screens & make the correct selections needed.
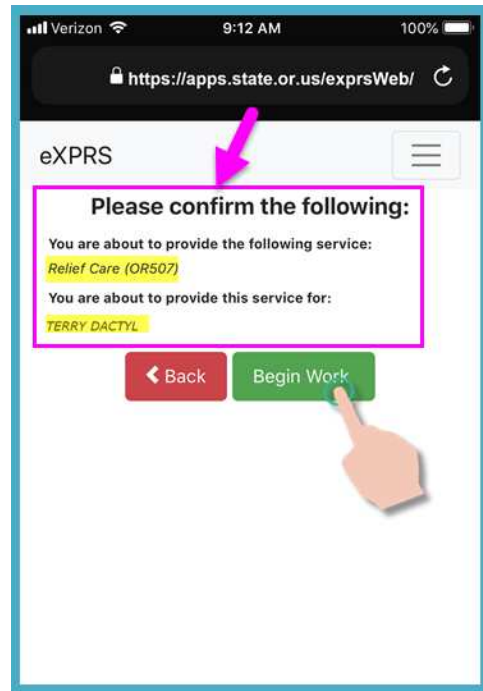
13. Depending on how the **Location** preferences are set on your mobile device *AND* browser you are using, you *might* receive a pop-up message asking you to confirm your location where you are starting your shift.

If you get a pop-up message, tap **OK** to continue.

eXPRS Mobile-EVV will capture a 'point-in-time snapshot' of where you are **ONLY** at the time you **START** & **END** a shift, which *is a requirement of the federal law for EVV*.
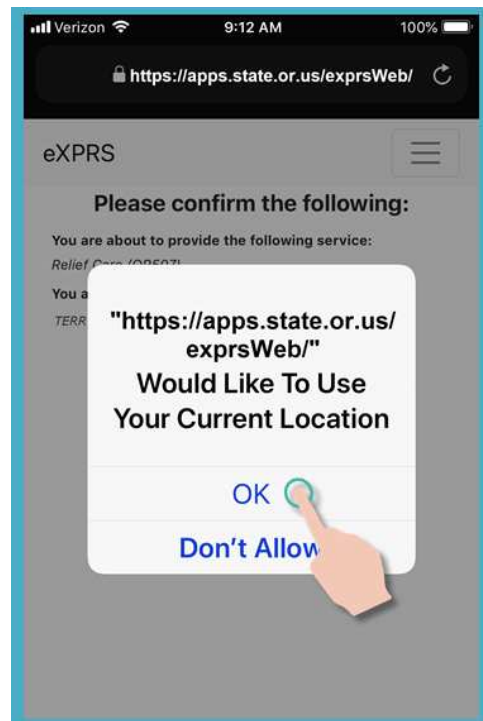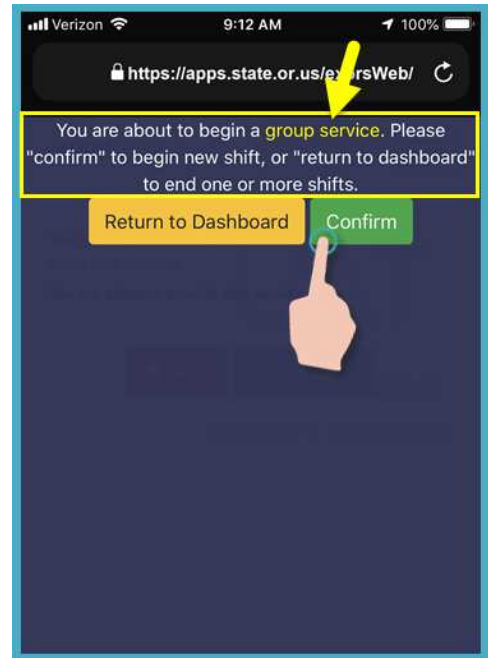
14. Once you have tapped **Begin Work** to **ADD a NEW SHIFT**, **eXPRS Mobile-EVV** will display a confirmation message, noting you are about to begin a "**group**" service.
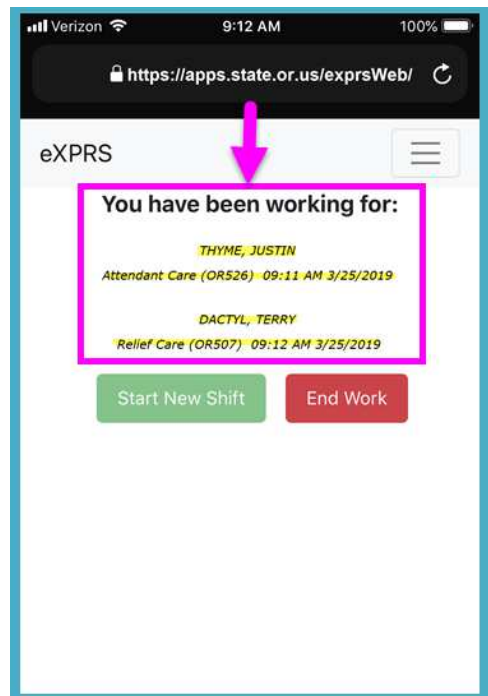
   Tap the **Confirm** button to **ADD the NEW SHIFT**.

    OR

    Tap the **Return to Dashboard** button to *not add* the NEW SHIFT.

15. With your **NEW SHIFT ADDED**, you'll be taken back to the **eXPRS Mobile-EVV** dashboard, where you will see ALL shifts currently running for you.

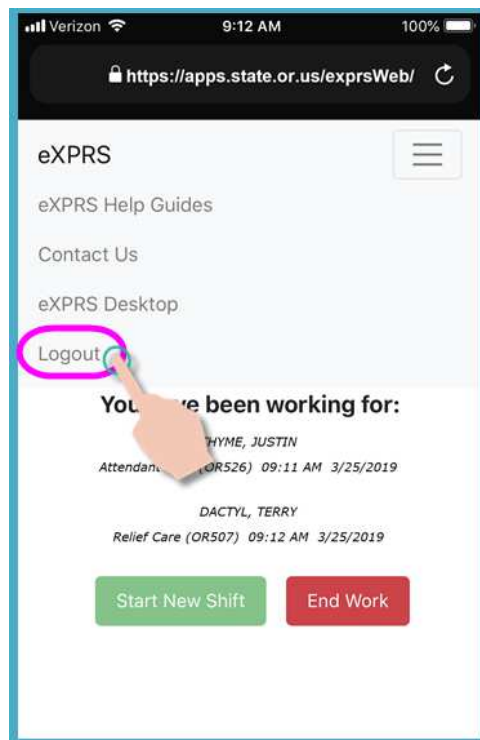Statewide - PSW EVV - Add NEW to Shift (v4; 4.21.19)

16. From this dashboard screen, you can tap on the **Menu Icon** in the top right corner of the screen to activate the menu.
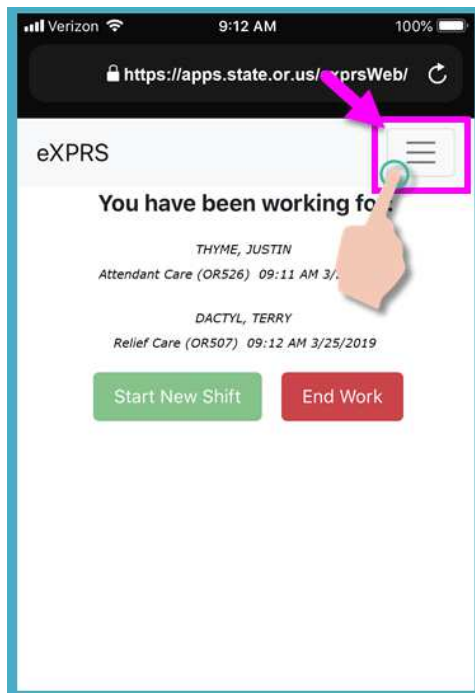
17. From the Menu, tap on **Logout** to logout of **eXPRS Mobile-EVV**; your shift will continue running on the eXPRS website.

    Continue to work your shifts.

18. See the *How to End a Shift* guide for step-by-step instructions on how to use **eXPRS Mobile-EVV** to End your shift(s) when you are finished working.