eXPRS
Express Payment & Reporting System

eXPRS Mobile-EVV for PSW Providers
How to Start a Shift
(v6; 4/23/2019)

eXPRS Mobile-EVV allows PSW providers to log their time-worked immediately when they start (and stop) working. **eXPRS Mobile-EVV** saves the PSW's time-worked information as *draft* to the eXPRS website so PSW providers don't have to manually enter that information later for EVV services. This will make entering time-worked data much easier for PSWs.

IMPORTANT THINGS TO KNOW:

- **eXPRS Mobile-EVV** will ONLY show a PSW's authorizations for services & individuals *that are active* *on the same date you arrive to work*.

- ***Active** means the CDDP or Brokerage has set it up the authorization in eXPRS, it is *accepted* by the system, and is ready for the PSW to work & bill against.

- Be sure to login to the **eXPRS Desktop** website *BEFORE you arrive to work* to verify you have active authorizations for the services/individuals you are scheduled to work.
    - ➔ *BEST PRACTICE -* check to see if your authorizations are active *several days before you are scheduled to work*, so you have time to resolve authorization issues before your shift starts.

- If your authorizations are not active (they're not showing up in **eXPRS Mobile-EVV**), contact the authorizing CME to get those set up.

- You must have **LOCATION** services turned **ON** for your **mobile device** *AND* **the browser application** *(like Chrome or Safari)* that you will be using for **eXPRS Mobile-EVV**.

    Logging your location when you **START** & **END** your shifts *is a requirement of the federal law for EVV*. **eXPRS Mobile-EVV** will capture a 'point-in-time snapshot' of your location **ONLY** at the time you **START** & **END** your shifts; it *does not track* where you go during your shift or after you work.

This guide will give you step-by-step instructions on how to use **eXPRS Mobile-EVV** to **Start a Shift** when you arrive to begin working.

To Start a Shift in eXPRS Mobile-EVV:

1. When you arrive to start working your shift, use your mobile device *(smartphone or tablet)*, launch an internet browser *(such as Safari, Chrome, Firefox, Edge, etc)*.
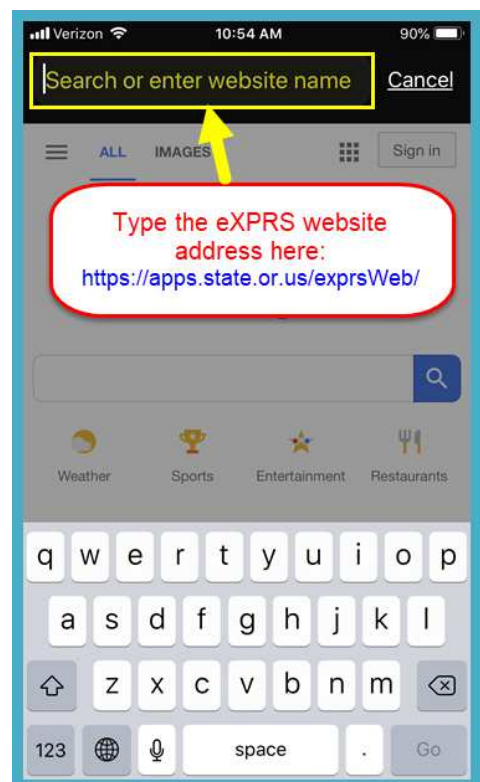
   This guide uses Safari in its examples.
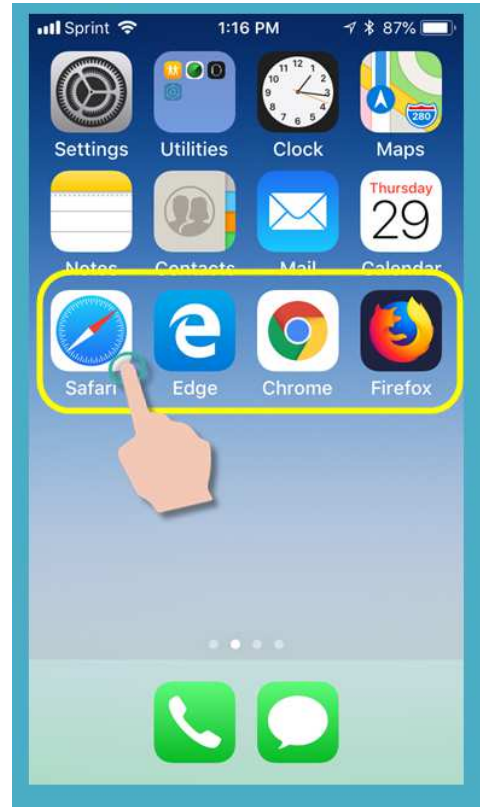
2. In the browser app you have selected, type in the website address for eXPRS into your browser search window.

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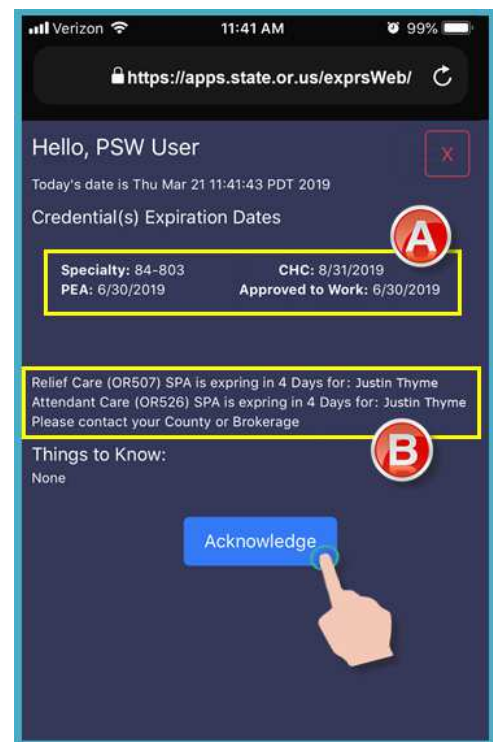
   Tap **SUBMIT** to login.
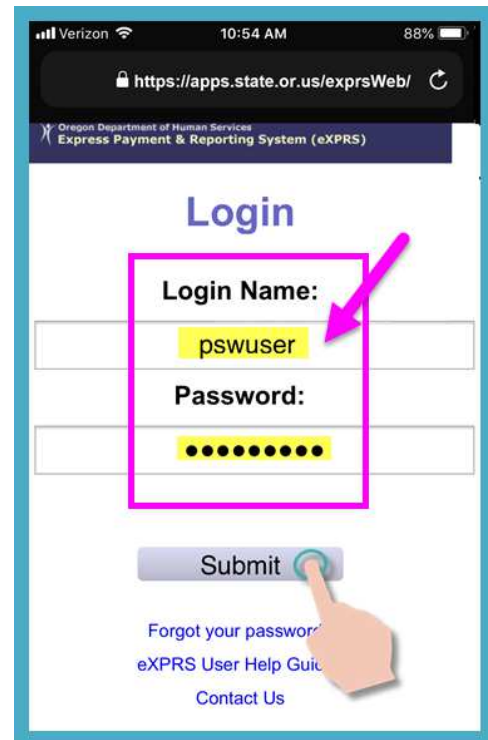
4. Review the Important Messages.

   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 & acknowledged your messages, you will be on the "***Select the Service…***" screen.

   This screen lists all the service authorizations that are active for you ***for the day you logged in*** *(the actual day you are working)*.

   You may need to ***swipe up*** to view more information at the bottom of the screen.
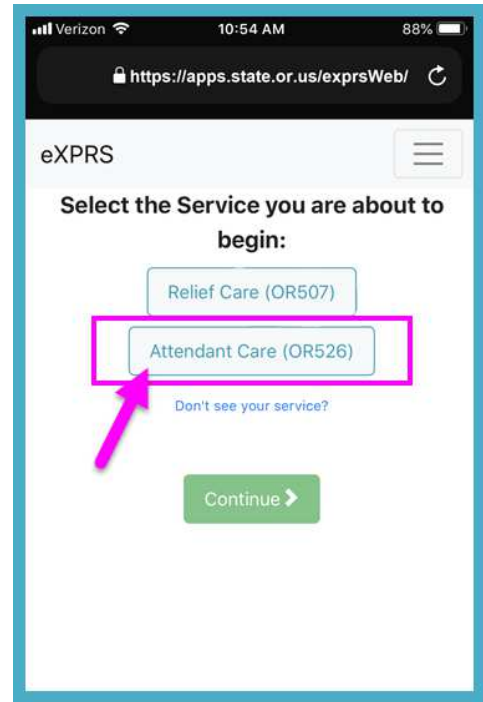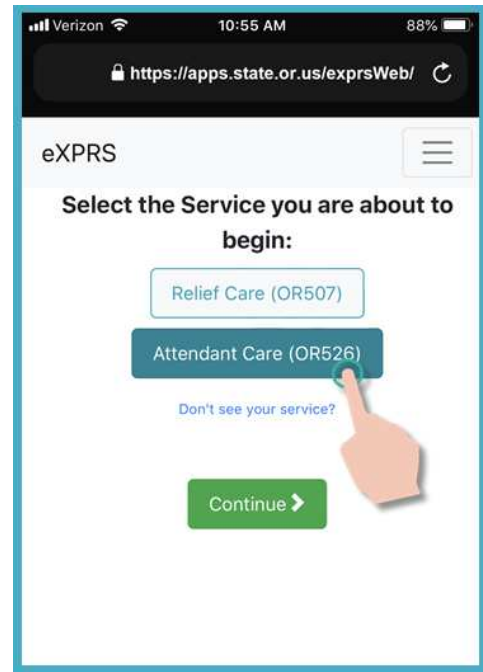

- If you ***do not see*** the service you are about to start working, tap on the Don't see your service? link for more information.
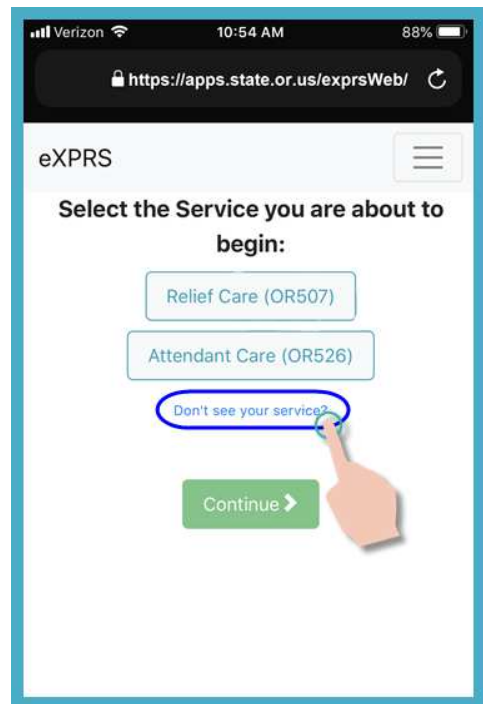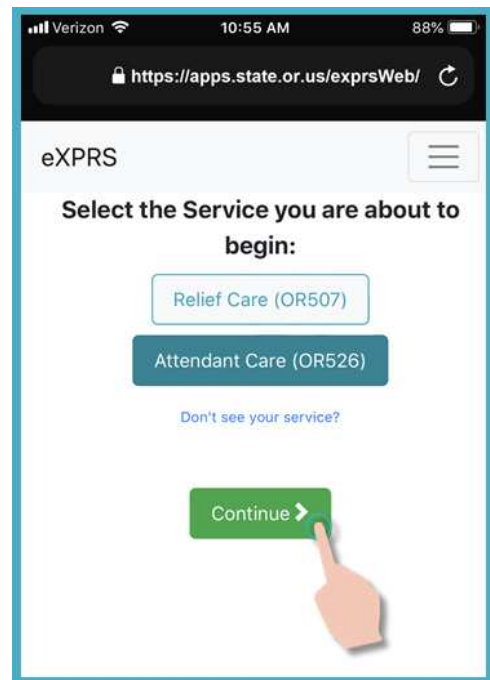
6. From the list, tap on the service you are about start a shift to work.

   The service button will turn dark when selected.
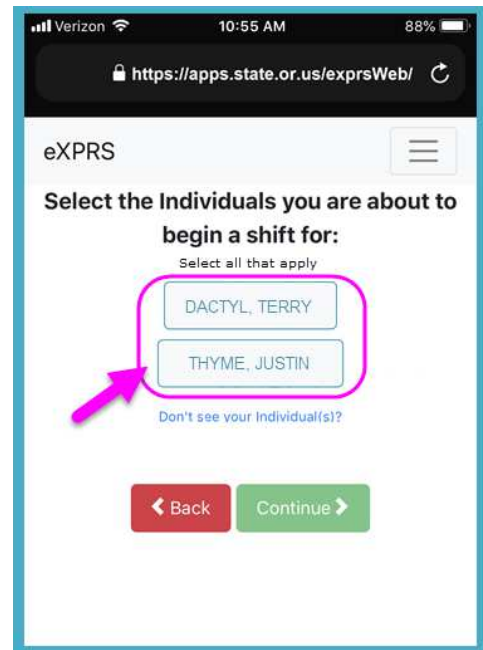
   You can select only 1 service at a time.

7. With the service you are to work selected, tap the **Continue** button to move to the next screen.
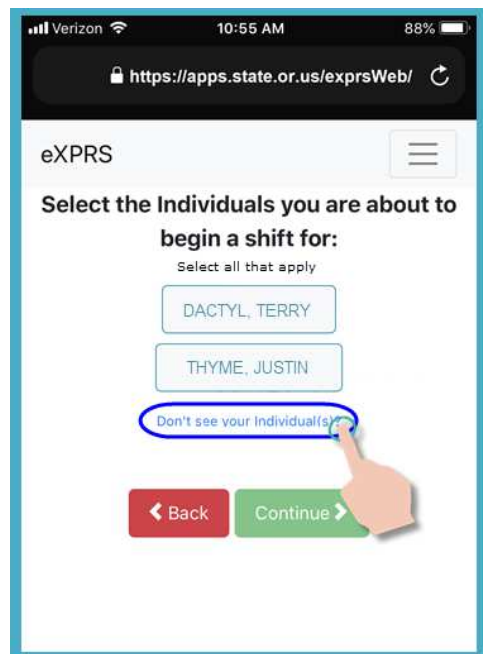
8. You're now in the "***Select the Individuals…***" screen.

   In this screen, you will see all the individuals who have active authorizations for the service you selected on the previous screen.
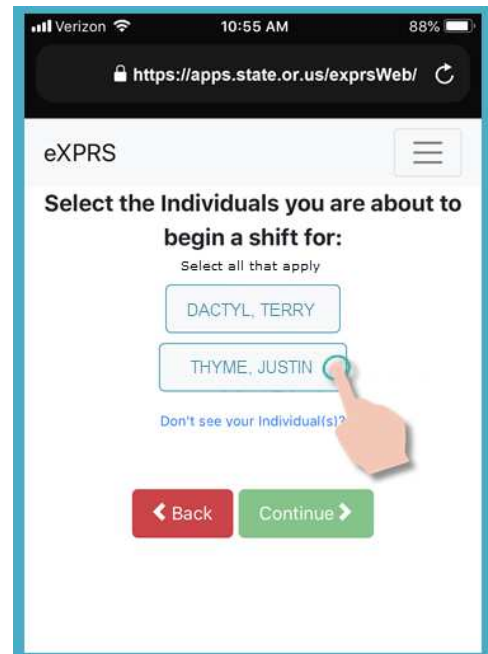

- If you ***do not see*** an individual listed for the service you need to work, tap on the Don't see your individual(s)? link for more information.

9. From the list of individuals, tap on the individual's name to start a shift working with them.

   If you are working with a group of individuals, tap on names for all in the group.

10. Once you've tapped on an individual's name, the button for them will turn dark when selected.

    Tap on the Continue button to move to the next screen.

    If needed, use the < Back button to return to the previous "*Select the Service…*" screen.

   *Always use the < Back button to go back. Do not* use your browser app's back button.
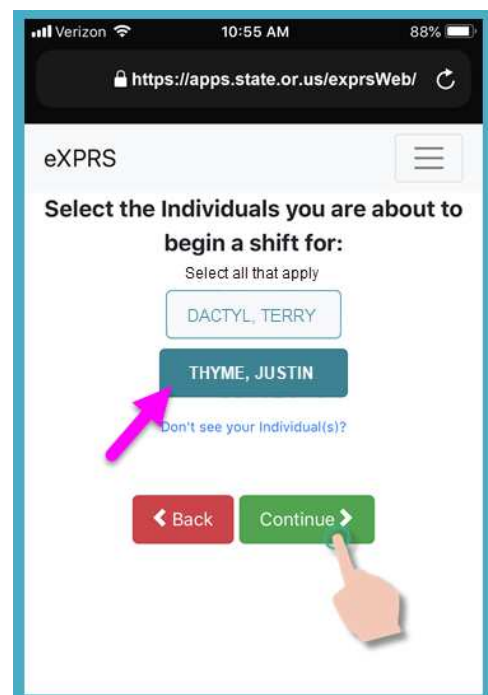
11. You will now see the "*Please Confirm...*" screen, showing the **Service** & the **Individual**(s) you selected to begin working for *(starting your shift)*.

Please review this information CAREFULLY!

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

Use steps #6 - #9 above in this guide to come back to this screen.
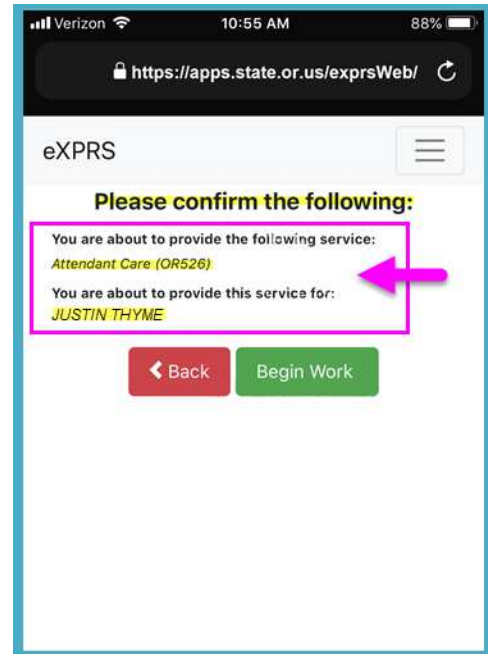
12. Depending on how the **Location** preferences are set on your mobile device **AND** browser you are using, you **might** receive a pop-up message asking you to confirm your location where you are starting your shift.

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** your shift, which *is a requirement of the federal law for EVV*.
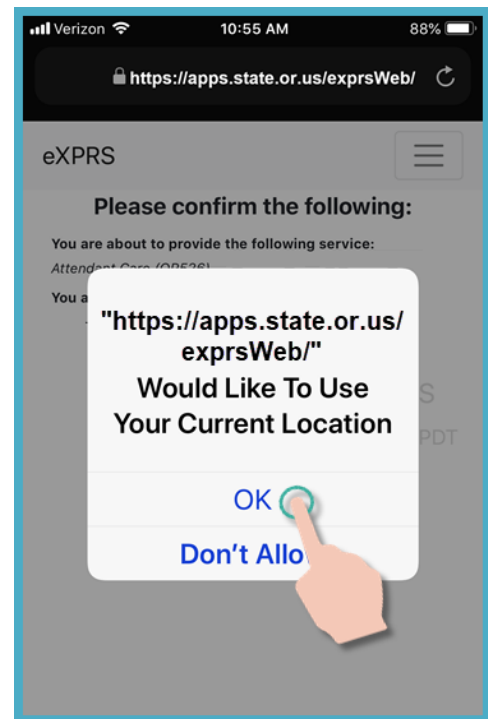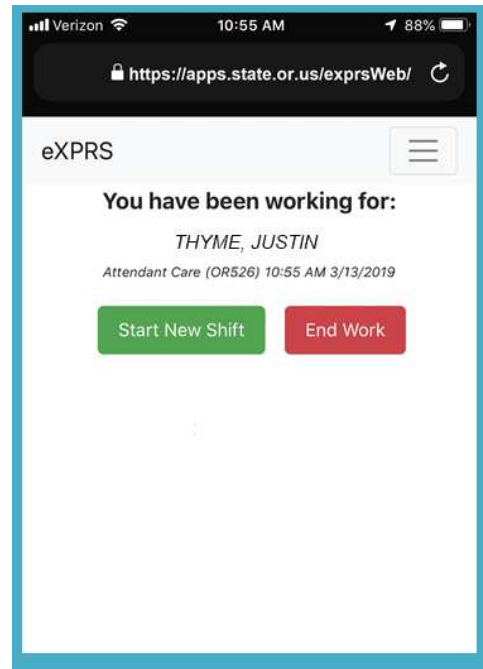
13. Once you have started your shift in **eXPRS Mobile-EVV** you will see a '**dashboard**' screen.
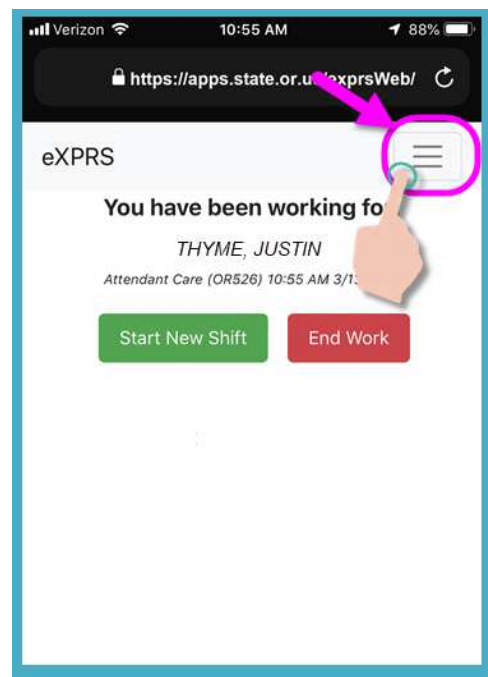
    This shows you who you are working with, the service, and the Start Time & Date your shift started.

    From here you can:
    - Start a New Shift for another individual, (*see the guide **How to Add a New Shift** for instructions*), **OR …**

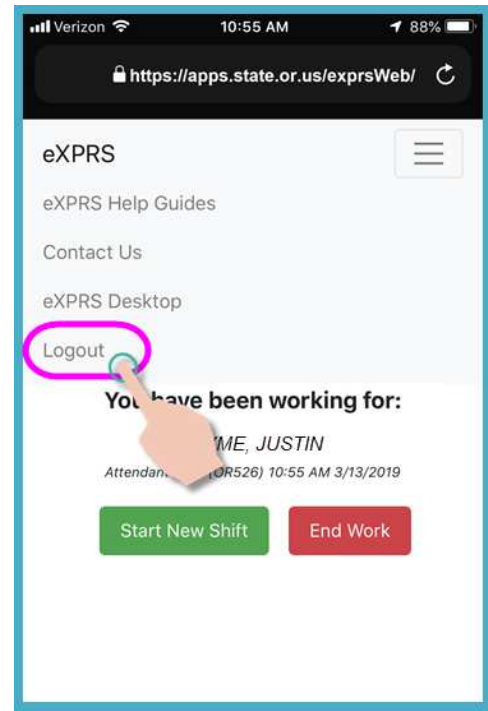   - Logout of **eXPRS Mobile-EVV** & work your shift.

14. To logout of **eXPRS Mobile-EVV**, tap on the 3-lined **Menu Icon** in the top right corner of the screen to activate the menu.

15. From the Menu, tap on **Logout** to logout of **eXPRS Mobile-EVV**; your shift will continue running on the eXPRS website.

Work your shift.

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