

How to Run the PSW Step Base Rate Report

The PSW Step Base Rate Report allows Case Management Entity and State users to view Personal Support Workers' step and base rate data within a set date range. Note that differential rates are not included in this report.

Step and rate information will be limited to the previous and the current biennium.

To use the report, you must have a role with the following permission:

- **Run – Provider Step Report**

How to Run the PSW Step Base Rate Report:

1) Select **Reports** → **Provider Rate History**.

CM/PA TCM Billing ▶	
Liabilities ▶	
Reports ▶	CHC and PEA Expiring
Financial Maintenance ▶	Client Enrollment
	Client Liability
	CPA Unclaimed Balance
	DD Adult Eligibility Due Dates
	Employer Relationships
	Expiring POC
	EVW Exceptions
	Outstanding Provider Liability
	Payment Detail
	Payment PLA Detail
	Provider Payment Summary
	Provider Status
	Provider Rate History
	PSW Steps Base Rate Report

2) Enter the criteria¹ to find the rates you are looking for and then select **Find**.


PSW Step Base Rate Report


This report allows Case Management Entity and State users to view Personal Support Workers' step and base rate data within a set date range. Differential rates are not included in this report.


For Case Management Entity users, this report will return only PSWs that are listed on your specific POC provider panel.


Step and rate information is not available prior to July 1, 2024, and will be limited to the previous and current biennium.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

* Rate Effective Date :  **1**

Rate End Date: 

*DHS Contract Num:  **2**

Provider ID: 





Step:

Status:

Legacy PSW Only: Yes No

Max Displayed:

3) Review and Export the Results list if needed.

[First/Prev] 1, 2, 3 [Next/Last] Export options:  CSV |  Excel |  PDF |  RTF

eXPRS Provider ID	Name	Step	Base Rate	Rate Effective Date	Rate End Date	Calculated Hours	Implemented Hours	Hours Worked From	Hours Worked To	PSW Steps Calculation Date	Legacy PSW	Status	DHS Contract Num
██████████	██████████	2	20.50	7/1/2024	12/31/2024	716.333	2000.000	1/1/2023	6/30/2024	07/12/2024 06:23 PM PDT	Yes	Accepted	██████████
██████████	██████████	2	21.00	1/1/2025	12/31/2999	716.333	2000.000	1/1/2023	6/30/2024	07/12/2024 06:23 PM PDT	Yes	Accepted	██████████
██████████	██████████	1	19.50	7/1/2024	12/31/2024	0.000		1/1/2023	6/30/2024	07/13/2024 07:58 AM PDT	No	Accepted	██████████

¹ Rate Effective Date and DHS Contract Num are required fields.

APPENDIX A: Report Search Criteria





PSW Step Base Rate Report

This report allows Case Management Entity and State users to view Personal Support Workers' step and base rate data within a set date range. Differential rates are not included in this report.

For Case Management Entity users, this report will return only PSWs that are listed on your specific POC provider panel.

Step and rate information is not available prior to July 1, 2024, and will be limited to the previous and current biennium.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

* Rate Effective Date :	<input type="text"/>	
Rate End Date:	<input type="text"/>	
*DHS Contract Num:	<input type="text"/>	
Provider ID:	<input type="text"/>	
Step:	<input type="text" value="v"/>	
Status:	<input type="text" value="v"/>	
Legacy PSW Only:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Max Displayed:	<input type="text" value="25"/>	<input type="text" value="v"/>

- 1) **Rate Effective Date:** Limits the results to rates that are effective on or after the entered date.
- 2) **Rate End Date:** Limits the results to rates that are effective on or before the entered date.
- 3) **DHS Contract Num:** Limits the results to a specific Case Management Entity (CME)
- 4) **Provider ID:** Limits the Results to a single PSW based on their assigned eXPRS ID Number.
- 5) **Step:** Limits the result set to only providers with on that specific step.
- 6) **Status:** Limits the results to only show steps in that status.
- 7) **Legacy PSW (Yes/No):** When yes is selected, the results are limited to only Legacy PSW Providers.
- 8) **Max Displayed:** The number rows shown per page on the results list.

APPENDIX B: Report Results Columns

[First/Prev] 1, 2, 3 [Next/Last]													Export options: <input type="checkbox"/> CSV <input checked="" type="checkbox"/> Excel <input type="checkbox"/> PDF <input type="checkbox"/> RTF		
eXPRS Provider ID	Name	Step	Base Rate	Rate Effective Date	Rate End Date	Calculated Hours	Implemented Hours	Hours Worked From	Hours Worked To	PSW Steps Calculation Date	Legacy PSW	Status	DHS Contract Num		
[REDACTED]	[REDACTED]	2	20.50	7/1/2024	12/31/2024	716.333	2000.000	1/1/2023	6/30/2024	07/12/2024 06:23 PM PDT	Yes	Accepted	[REDACTED]		
[REDACTED]	[REDACTED]	2	21.00	1/1/2025	12/31/2999	716.333	2000.000	1/1/2023	6/30/2024	07/12/2024 06:23 PM PDT	Yes	Accepted	[REDACTED]		
[REDACTED]	[REDACTED]	1	19.50	7/1/2024	12/31/2024	0.000		1/1/2023	6/30/2024	07/13/2024 07:58 AM PDT	No	Accepted	[REDACTED]		

- 1) **eXPRS Provider ID:** The PSW's assigned eXPRS ID Number.
- 2) **Name:** The PSW's first and last name.
- 3) **Step:** The step from the PSW Pay Scale for the row, or the acronym "RCR" to indicate a Red Circle Rate for a Legacy PSW.
- 4) **Base Rate:** The rate associated with that row's step on the PSW Pay Scale.
- 5) **Rate Effective Date:** The first day of the pay period that the rate is effective.
- 6) **Rate End Date:** The last day of the pay period that the rate is effective.
- 7) **Calculated Hours:** The total hours worked during the lookback period, rounded to the nearest thousandth.
- 8) **Implemented Hours (Legacy PSWs Only):** When a Legacy PSW is assigned to a step, the minimum hours associated with the assigned step display in this field.
- 9) **Hours Worked From:** The first day of the lookback period used to determine the PSWs step.
- 10) **Hours Worked To:** The last day of the lookback period used to determine the PSWs step.
- 11) **PSW Steps Calculation Date:** The day and time that the lookback occurred, and the step was assigned.
- 12) **Legacy PSW:** A Yes/No column used to identify the PSW Provider as either a Legacy or standard PSW Provider.
- 13) **Status:** A status showing either "Accepted" or "Voided" for the row.
- 14) **DHS Contract Num:** The ODHS Contract Number associated with the row.