How to View Your PSW Weekly Hours Limit

There are limits to how many hours of attendant care and relief care that a PSW can be authorized to work each week. PSWs can view this limit and the number of hours they have worked for the current work week (Sunday-Saturday).
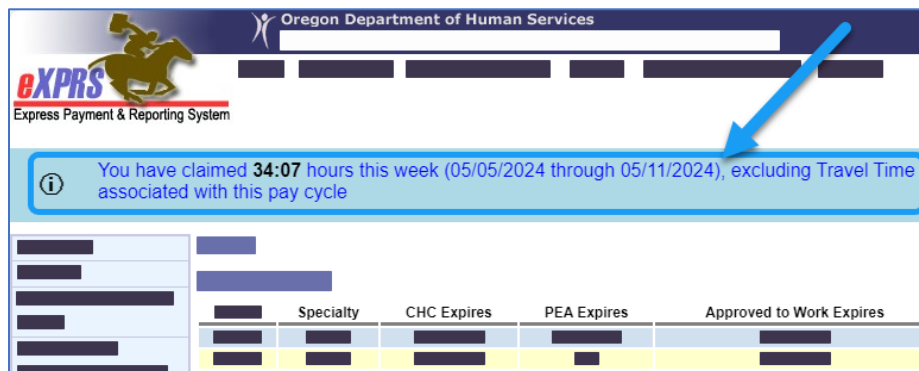
Additionally, per the 2023-25 PSW Collective Bargaining Agreement, beginning on 1/1/2024, PSWs can work up to 60 hours per week without an exception. This change does not adjust the number of hours per month that a PSW is able to work. PSWs are still limited to working only the number of hours that are included in their Service Agreement and eXPRS. This change also does not increase the number of hours that a person has in their Individual Support Plan (ISP). All attendant care by PSWs and agency providers must still be within the number of hours in the ISP.

A PSW may have an exception allowing them to work more than 60 hours a week.

If you believe your PSW Weekly Hours limit is incorrect or have questions, please submit a Technical Assistance Request. For more information on these changes, see DD-PT-23-067: 2023-2025 SEIU PSW Collective Bargaining Agreement Changes.

How to View Your PSW Weekly Hours Limit
1) Log into eXPRS or eXPRS Mobile-EVV and view the alert on the Dashboard.

A similar message appears on the eXPRS Mobile-EVV page after logging in. The message tells you how many hours you've worked this week by adding up the time on all Attendant Care SDs in **Draft, Pending, Suspended or Approved** status.

2) To access your Provider Record, select **Create Service Delivered Entries from Single Service Authorization.**

3) Enter search criteria to return your authorizations and select **Find.**

4) From the results list, select the **SPA #** hyperlink to open the SPA.

5) Select either the **Rendering Provider** or **Service Location** hyperlink to open your provider record.

View Service Prior Authorization

Please consult your Service Agreements for specific authorized UNIT amount details.

Service Prior Authorization:	**Status: Accepted**
Client Prime:	**Client Name:**
Service:	
Rendering Provider: PSW Provider 1	
Service Location: PSW Provider 1	
Pay To Provider:	
DHS Contract Num:	

6) On the **View Provider** page, expand the **PSW Weekly Hours/Rates** section.

View Provider

Provider ID:	
Record Type:	
Business Type:	
Tax Name:	
Personal Name:	
Date of Birth:	

▶ Contact Information

▼ PSW Weekly Hours/Rates

Weekly Hours	Client Prime	Start	End	Exception Reason	Entered By User	Per CME	
60.00		1/1/2024	12/31/9999				Log