eXPRS Mobile-EVV for Agency DSP Staff
How to Add a New EVV Shift
to work with multiple individuals

(update 3/26/2020)

There are times when an Agency DSP Staff is working with one individual, and then will start working with a 2nd individual, serving both individuals at the same time.

> ***For example***, you meet with 1 individual, then the individual's roommate, also receiving service, joins you later for a joint shopping trip together.

eXPRS Mobile-EVV will allow you to start additional EVV '***shifts***' when you are working with 2 or more individuals ***at the same time***.

> ***Remember***, **eXPRS Mobile-EVV** uses the term '***shifts***' to mean the time you, as a DSP, work with an individual receiving services. ***Shift*** *does not* necessarily mean your entire day working for the Agency Provider as a DSP. These '***shifts***' in **eXPRS Mobile-EVV** create the SD billing entries that document when you worked as a DSP for the Agency.

This guide will cover how to **Add a Shift** for additional individuals while you have a current shift running for someone else in **eXPRS Mobile-EVV**.

## To Add an EVV Shift for other individuals in in eXPRS Mobile-EVV:

1. When you need to report you are working with more individuals & need to add an EVV '***shifts'*** for them, use a mobile device *(smartphone or tablet)* to launch the eXPRS website, or open an internet browser *(such as Safari, Chrome, Firefox, Edge, etc.)* to search.

   This guide uses Safari in its examples.

2. When searching for the eXPRS website, in the browser app you have opened, enter the key words '**exprs login**' in the search window, like shown here.

   Then tap **GO** to search
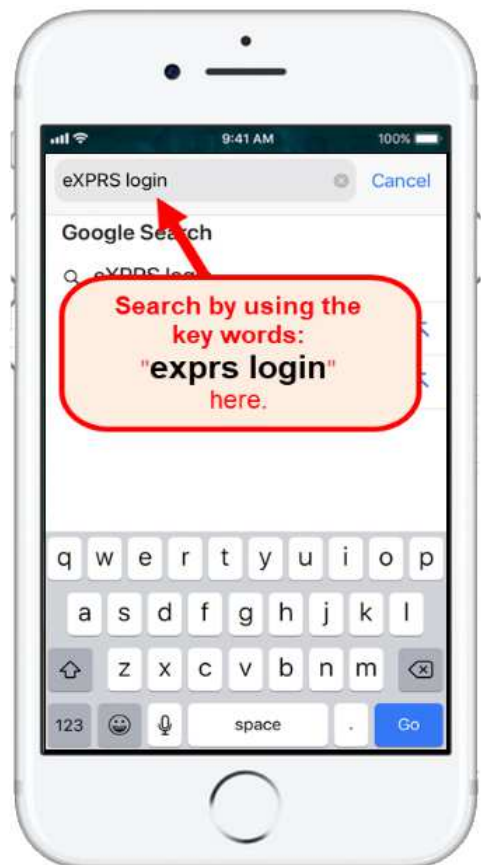
3. From your search results, tap on the link for **eXPRS - Login** to go to the eXPRS website.

   ➔ *REMEMBER!!* – **eXPRS Mobile-EVV** *is not an app* that you download to your device. It is just the regular eXPRS website that has been updated to use on your mobile device.
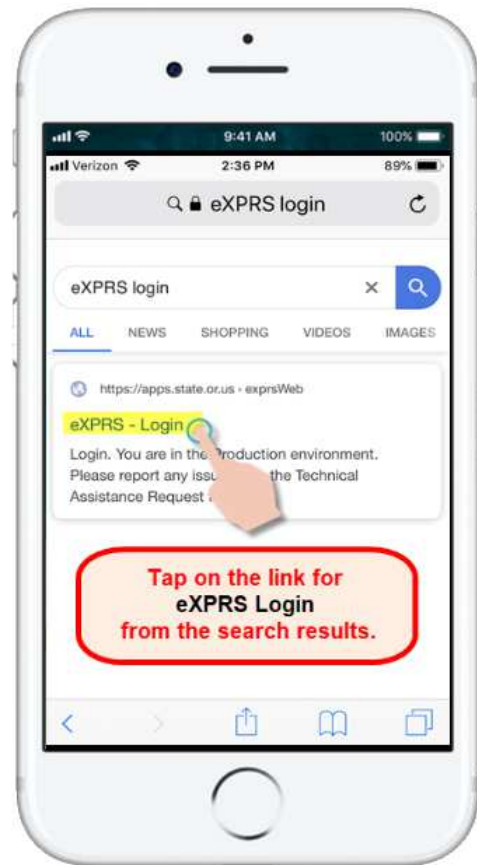
4. On the **eXPRS Mobile-EVV** login page, enter your eXPRS **Login Name** & **Password** in the appropriate fields and then tap SUBMIT to log in.
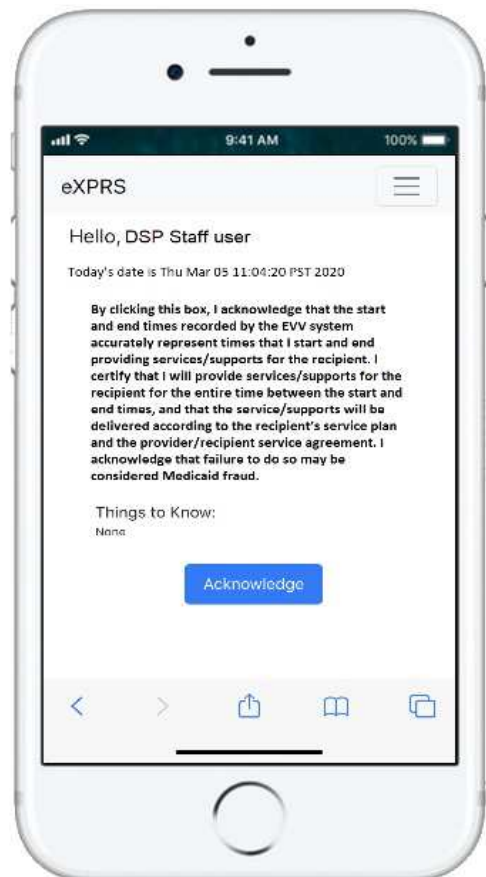
If you also work as a PSW, be sure to select the correct user type – **Direct Support Professional** – for the Agency you work for from the **Organization/Program Area** dropdown.

Tap **SUBMIT** again to complete your log in.

5. Once you have successfully logged in you will see a message screen.

   Please read the message & then tap on **Acknowledge** to continue.

6. You'll now see the EVV '**Dashboard**' screen.

   This screen will show the current, open EVV '***shift(s)***' you currently have running as a DSP for the Agency. The information will show who you are working, the start time & start date.
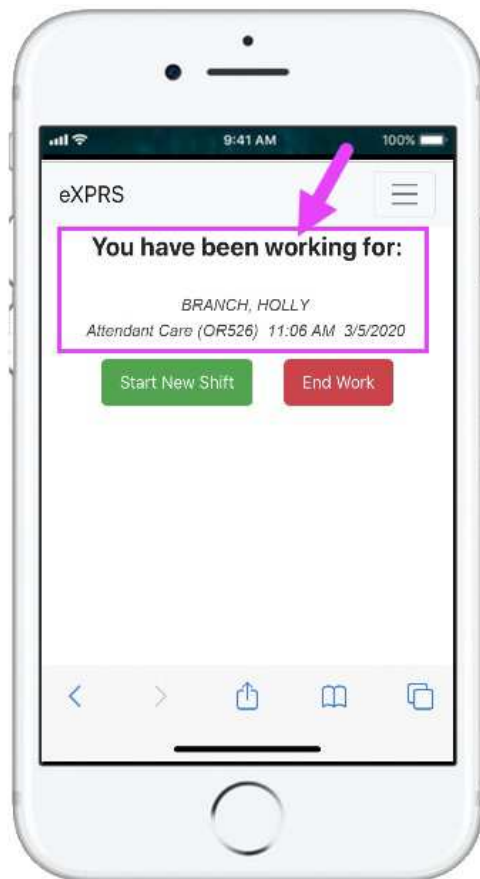

7. To report you've begun working & **ADD an EVV SHIFT** for another individual – meaning you would now be working with multiple *(2 or more)* individuals at the same time - tap on the **Start New Shift** button.
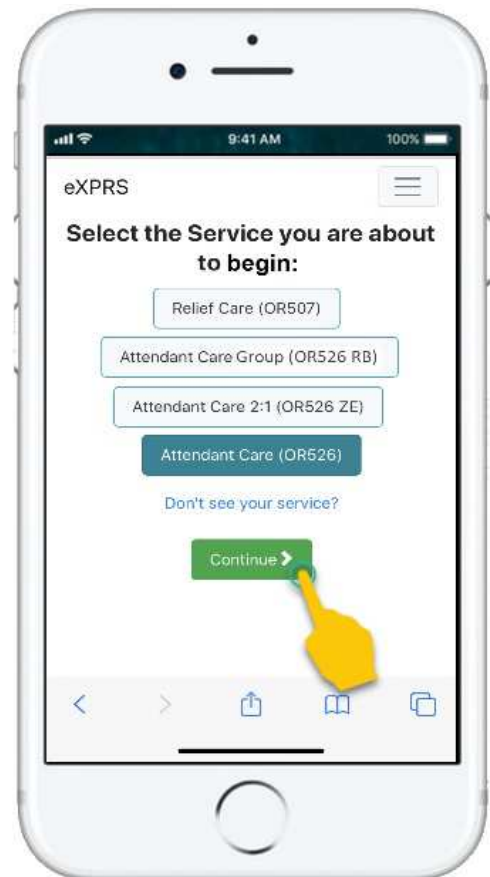

Agency EVV - DSP Add Shift (v4; 3.26.20)
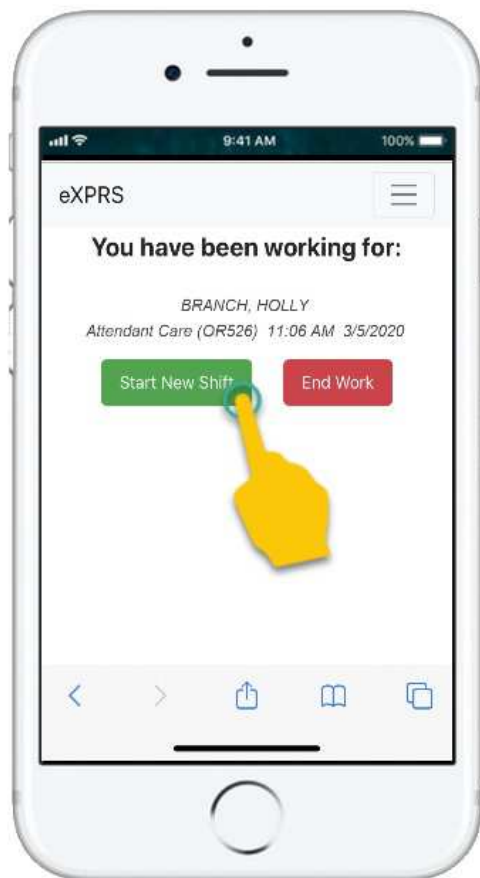
8. From the list of active service authorizations showing, tap on the service you are about **ADD a**n **EVV SHIFT** to work.

   The service button will turn dark when selected.
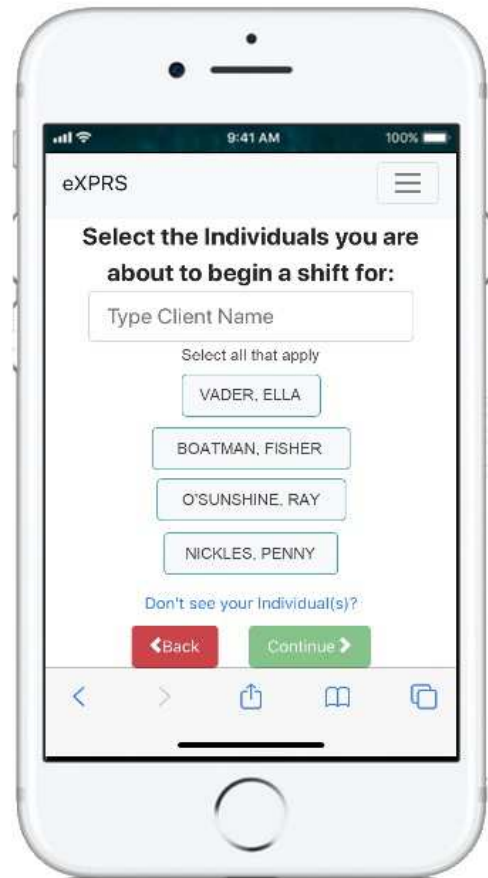
   You can select only 1 service at a time.
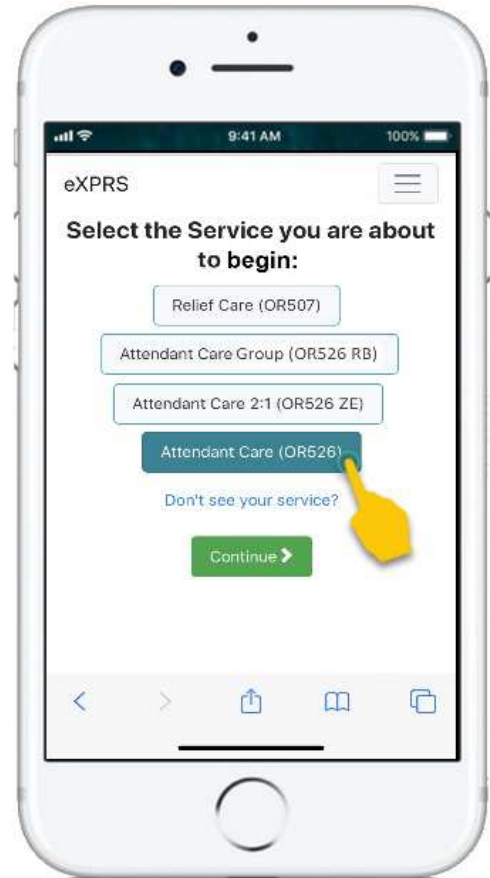
9. With the service selected, tap the **Continue >** button to move to the next screen.

10. You're now in the "***Select the Individuals…***" screen.

   This screen will show all the individuals with your Agency who have an active authorization for the service you just selected ***and who you <u>do not</u> have a current EVV 'shift' running***.

   You can scroll down through the list or use the quick search field to find the name(s) of the individual(s) needed.

   Type in the individual's first or last name & EVV will filter to show you matches. Partial names will also work.

   - If you ***<u>do not find</u>*** an individual listed for the service you need to work, let someone at your Agency Provider know so they can contact the CME, if needed.

Agency EVV - DSP Add Shift (v4; 3.26.20)
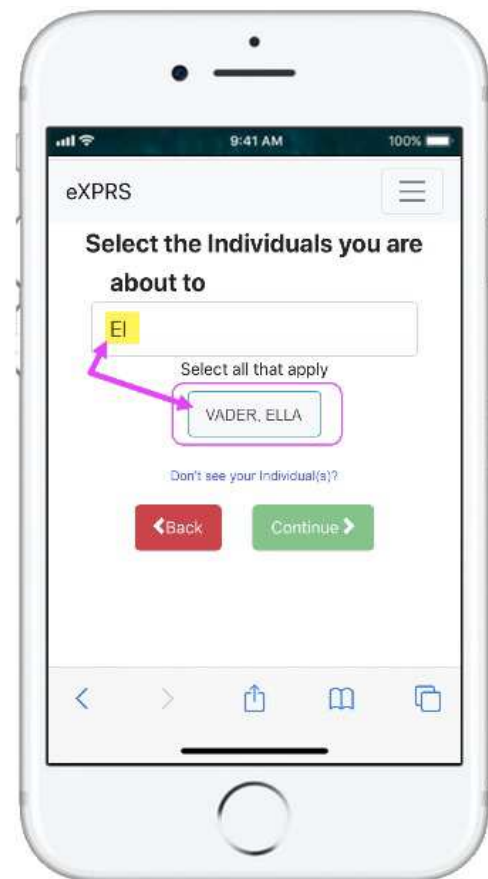
11. Tap on the individual's name you want to **ADD an EVV SHIFT** to select them. Once you've tapped on an individual(s) name the button for them will turn dark when selected.

   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.* *Do not* use your browser app's back button.
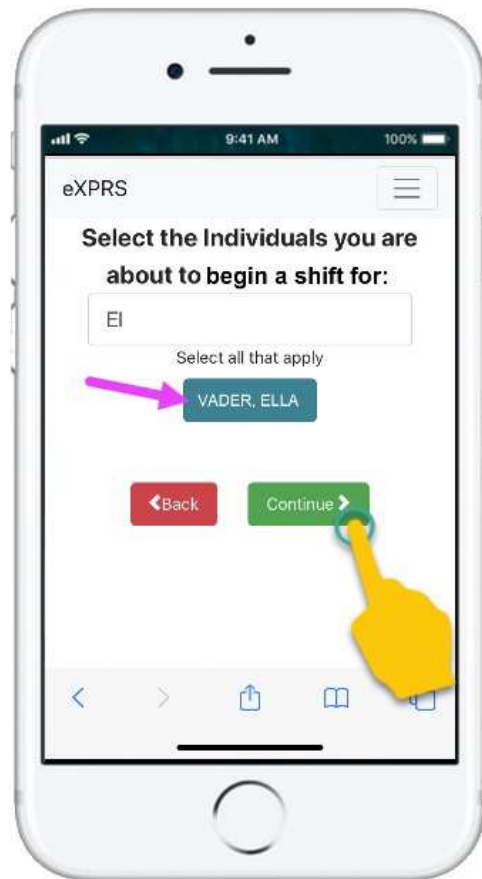
12. You will now see the "*Please Confirm…*" screen showing the service & the individual(s) you selected & are about to begin working with.
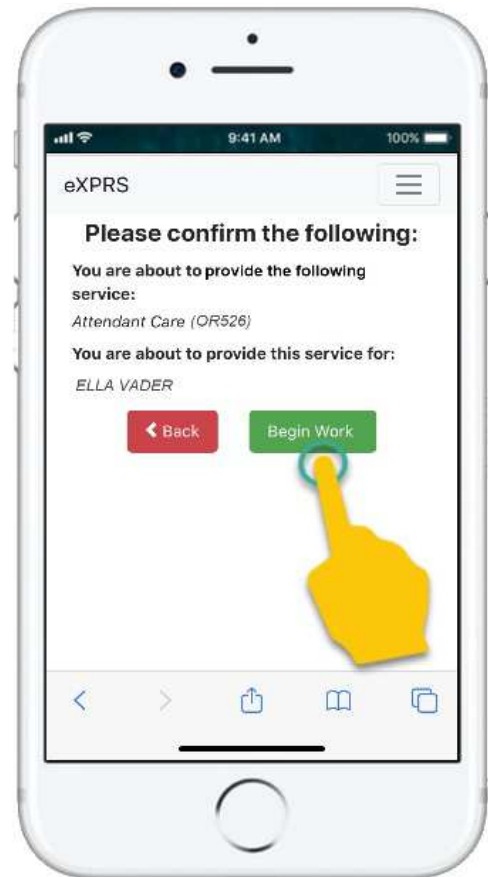
   Please review this information CAREFULLY!
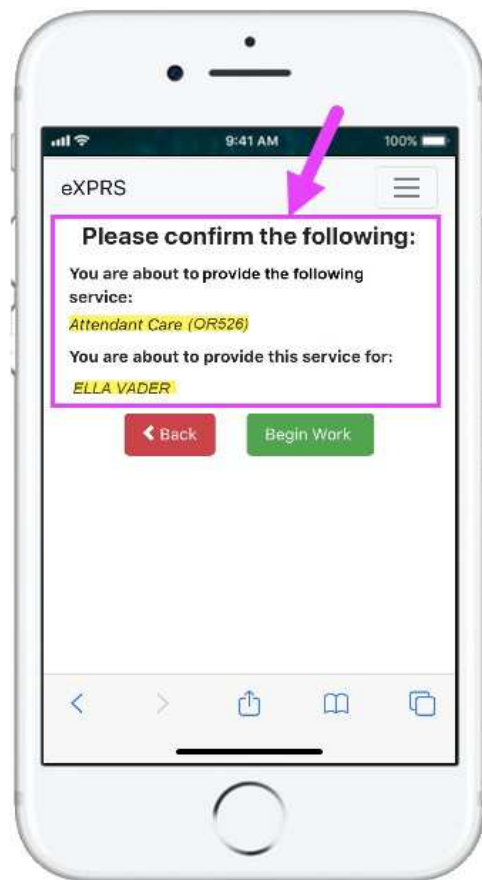
If the service & individual information is **Correct**, tap the **Begin Work** button to start & add the new EVV '*shift*'.

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 up on your mobile device ___AND___ the web 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 like shown here, tap **Allow** or **OK** to continue.

eXPRS Mobile-EVV will capture single 'point-in-time' coordinates of where you are **ONLY** at the time you **START** & **END** your shift, which ___is a requirement of the federal law for EVV___.
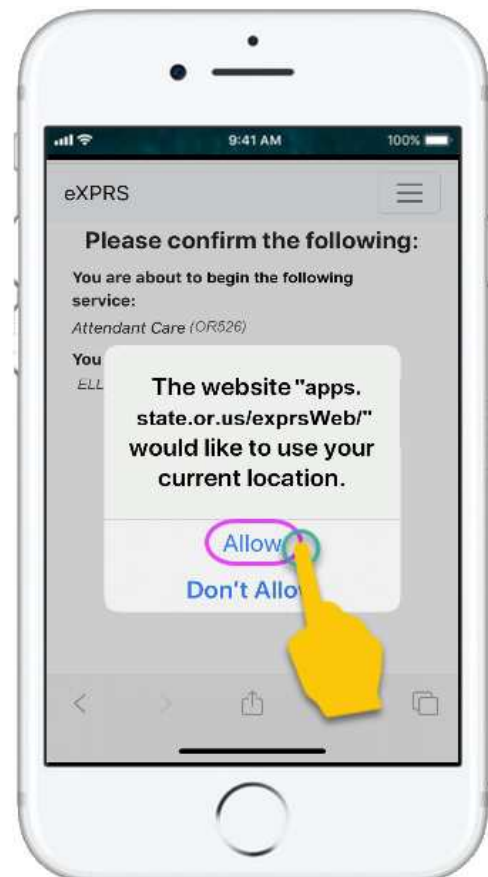
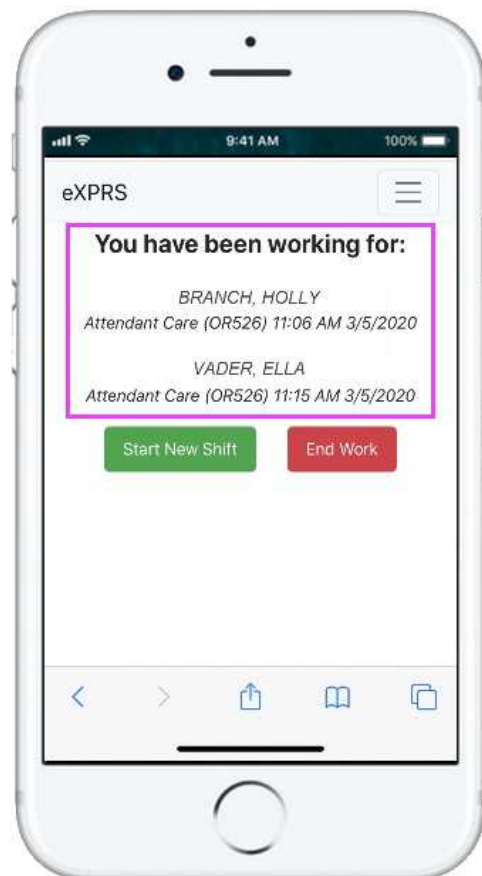14. If you have successfully **Added the EVV 'Shift'** for the additional person, **eXPRS Mobile-EVV** will confirm by showing you a large green check mark.
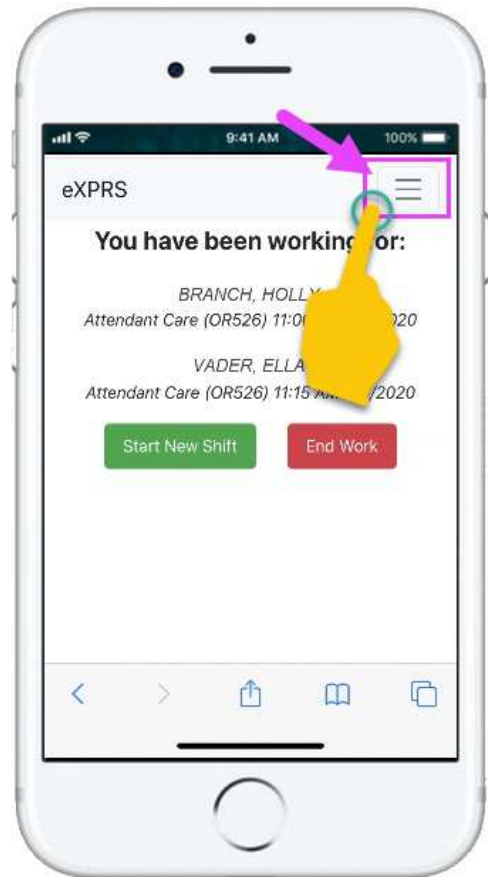
Tap on the blue **Return To Dashboard** button.
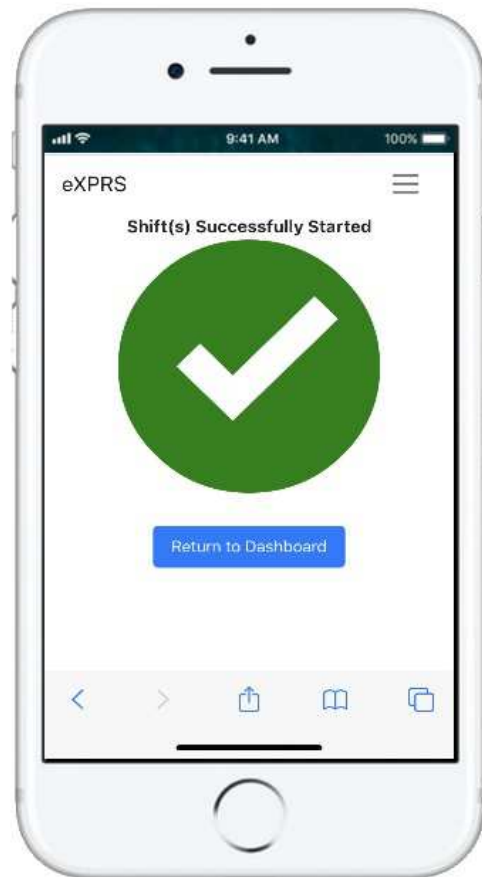
15. With your **new EVV '*shift*' Added**, you'll be taken back to the **eXPRS Mobile-EVV 'Dashboard'**, where you will see all EVV '*shifts*' currently open & running for you.
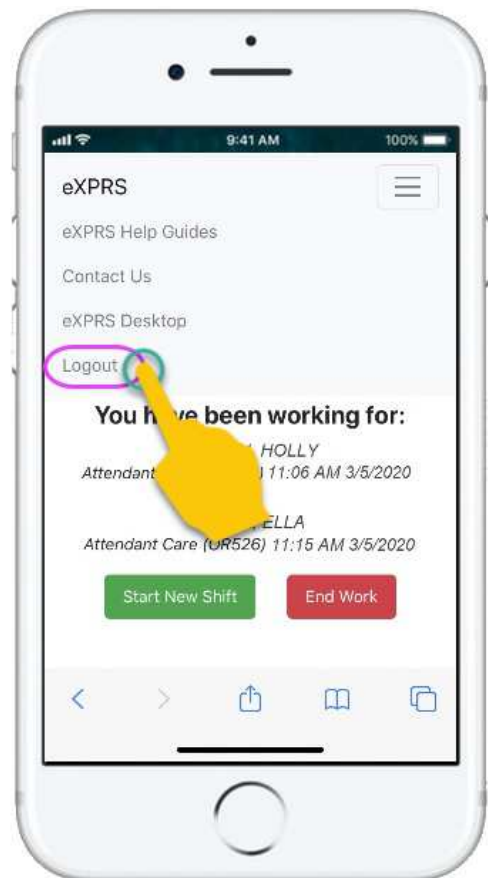
16. From the **'Dashboard'** screen, you can tap on the **Menu Icon** in the top right corner of the screen to activate the menu.

17. From the menu that opens, tap on **Logout** to log out of **eXPRS Mobile-EVV**; your EVV **'*shifts*'** will continue running on the eXPRS website.

Continue to work with the individuals.

18. See the ***How to End an EVV Shift*** guide for step-by-step instructions on how to use **eXPRS Mobile-EVV** to tell us you are finished working with an individual, and that eXPRS needs to end your '***shift***' & save the SD billing entry for your Agency to review.