

How to Enter Increases for PSW Weekly Hours

Overview

ODDS has limitations on the amount of hours that a PSW can be authorized to work each week. Per the 2023-25 Oregon Home Care Commission Collective Bargaining Agreement, effective 1/1/2024 PSWs are able to work up to 60 hours per week without an exception.

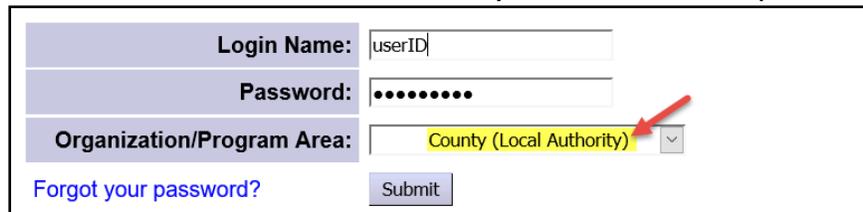
However, there may be situations requiring an exception to the weekly hours limit that a PSW has been assigned. These exceptions and the required documentation for approving them are described in the [Exceptions to Individual Support Plan Hourly Cap for PSWs](#) worker guide.

Since January 1st, 2023, ODDS also requires that, in addition to the documentation currently maintained, each CME must enter specific information related to the exceptions into the eXPRS.

To add, edit or remove an entry on the **View Provider > PSW Weekly Hours/Rates** section, a CME user must have the **Provider Panel Manager** role.

How to Enter an Increase for PSW Weekly Hours

1) Login to eXPRS under the role that allows you to work with provider records¹.



2) Select **Provider > View Provider**.

Client	▶ Home
Provider	▶ View Provider
Contracts	▶ Relate Providers
Prior Authorization	▶ Provider Panel
Plan Of Care	▶ Reports ▶

¹ Use Local Authority (for CDDPs), Contractor (for Brokerage), or State for (State Kids).

3) On the **Find Provider** page, enter search criteria and select **Find**.

Find Provider

At least one search criteria must be entered. Prefix Last Name with * to search for partials.

Record Type: All except contacts eXPRS Only Include Inactive

SPD Provider ID:

eXPRS Provider ID: 12 79 Include Service Locations

Last/Business/Tax Name:

Last Business Tax Soundex

First Name:

D.O.B.:

Provider Type & Specialty:

Verification Status:

Email Address:

Phone:

Max Displayed: 25

Find

4) From the result set, select the **Display Name** hyperlink to open the record.

Export options:

Type	eXPRS Prov ID	SPD Prov ID	Display Name	Prov Type & Specialty	Verification	Beds	Program Start	Program End	Program Status	Primary Email	Secondary Email	Phone Number
Provider	12	79	DEMO, PSW PROVIDER	Personal Support Worker - DD Personal Support Worker	OMAP Number Issued		3/2/2016	12/31/9999	A			

TIP: Provider records can also be accessed from **Provider > Provider Panel**. From there, expand the **Provider Panel Members** section to see a list of all Provider Panel Members, including PSWs. Select the hyperlink to access the record (same as above).

5) On the **View Provider > PSW Weekly Hours/Rates** section, select **Add**.

View Provider

Provider ID:

Record Type:

Business Type:

Tax Name: PSW PROVIDER DEMO

Personal Name: PSW PROVIDER DEMO

Date of Birth:

Contact Information

PSW Weekly Hours/Rates

Weekly Hours	Client Prime	Start	End	Exception Reason	Entered By User	Per CME
40.00		9/1/2016	12/30/2023	Default	<input type="text"/>	
60.00		12/31/2023	6/29/2024	Default	<input type="text"/>	
112.00	<input type="text"/>	6/30/2024	7/5/2025	Provider Capacity Exception	<input type="text"/>	
60.00		7/6/2025	12/31/9999	Default	<input type="text"/>	

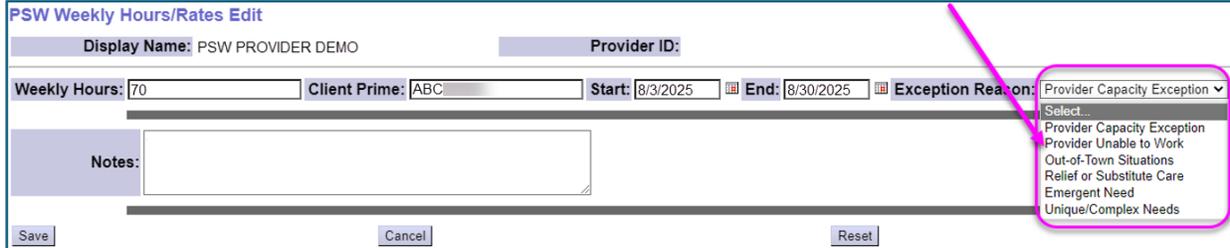
Add

- 6) On the **PSW Weekly Hours/Rates Add** page, complete the required fields:
- Weekly Hours** – Enter the total number of hours approved for the PSW to work each week during the Start and End Date. The default base amount entered for PSWs is 60 hours **PLUS** any additional hours approved (up to 120 hours).
 - Client Prime** – Enter the Prime for the individual that the PSW will be working for.
 - NOTE:** CMEs may only approve increases in a PSW’s Weekly Hours limit based on the exceptional need of an individual. CMEs should not be approving overtime so that the PSW can work with multiple people.
 - Start** – Enter the Start Date of the Exception to the PSW’s weekly hours limit. This date must be a Sunday.
 - End** – Enter the End Date of the Exception to the PSW’s weekly hours limit. This date must be a Saturday.



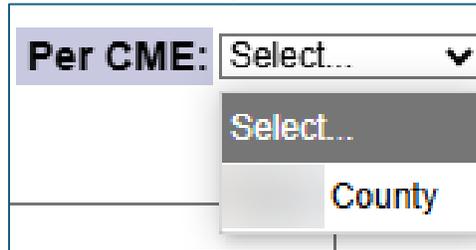
TIP: CMEs can add multiple segments without restriction. However, each date range for the segment cannot exceed 120 days. In some cases, segments longer than 120 days must be approved and entered by ODDS.

- 7) Select an option from the **Exception Reason** dropdown.

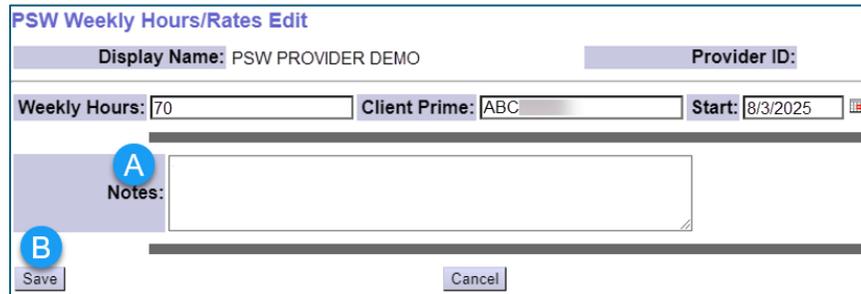


TIP: Each of these options and their usage is described in the [Exceptions to Individual Support Plan Hourly Cap for PSWs](#) worker guide.

8) Select an option from the **Per CME** dropdown.



9) Enter any needed documentation in the **Notes** field and select **Save**.



10) As shown below, the new entry will show the exception details. It will also modify the **End Date** for the previous row, and another row will be created after the **End Date** of the exception, which shows when the PSW's weekly hours return to the normal value.

▼ PSW Weekly Hours/Rates

Weekly Hours	Client Prime	Start	End	Exception Reason	Entered By User	Per CME	
40.00		9/1/2016	12/30/2023	Default	Maint		Log
60.00		12/31/2023	6/29/2024	Default	Maint		Log
112.00		6/30/2024	7/5/2025	Provider Capacity Exception	Maint		Edit Log
60.00		7/6/2025	8/2/2025	Default	Maint		Log
70.00		8/3/2025	8/30/2025	Provider Unable to Work	Maint		Edit Log
60.00		8/31/2025	12/31/9999	Default	Maint		Log

Add