eXPRS
Express Payment & Reporting System

How to Find & View I/DD Individual Employer/PSW Employment Relationship Information
CDDP/Brokerages/CIIS
(updated 4/25/17)

eXPRS has two methods for CDDP and Brokerage agencies to find and view the Employment Relationship association for an I/DD individual's employer and their PSW providers. This employment relationship association confirms that the FMAS payroll vendor enrollment paperwork *for both* the PSW *and* their employer(s) has been successfully completed.

In eXPRS/POC, provider Service Prior Authorizations (SPAs), Service Delivered (SD) billing entries and claims cannot be successfully processed and payments cannot be made to PSW providers until eXPRS has received confirmation that the employment relationship association with the FMAS payroll vendor is completed.
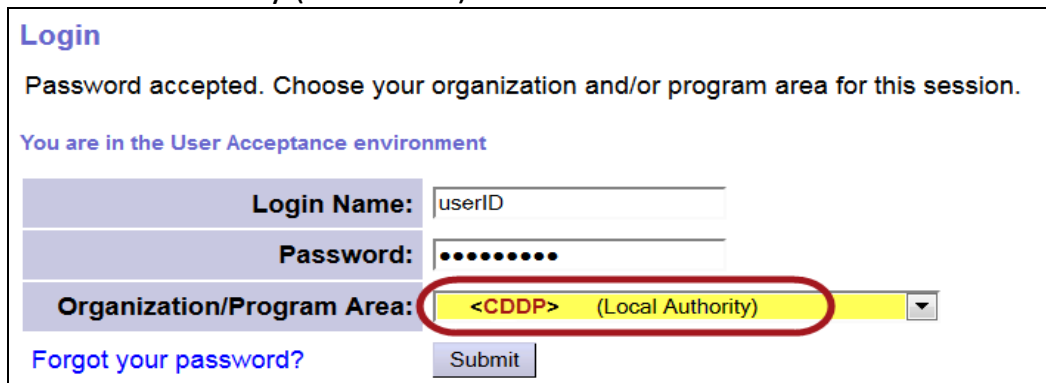
This assistance guide will cover both methods available to view this employment relationship information:
- For the PSW via the **View Provider** record in eXPRS
- For the individual via the **View Client** page in eXPRS

To view a specific PSW's Employment Relationship associations to their employers for I/DD individuals:

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in as shown below:

- Local Authority (for CDDPs)

- Contractor (for Brokerages)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	userID
Password:	••••••••
Organization/Program Area:	**<Brokerage Name>** Brokerage (Contractor) ▼
Forgot your password?	Submit

- State Kids (State) (for CIIS Program)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	userID
Password:	••••••••
Organization/Program Area:	State kids (State) ▼
Forgot your password?	Submit

2. From the yellow left-hand, navigational menu, click on *Provider* ➔ *Provider Panel.*

Client	▶	**Home**
Provider	▶	View Provider
Contracts	▶	Relate Providers
Prior Authorization	▶	Provider Panel ation Type
Plan Of Care	▶	**Reports** ▶
Claims	▶	
CM/PA TCM Billing	▶	
Liabilities	▶	

3. Once in the **Provider Panel Members** page, click on the section header *Provider Panel Members* to expand that section.

4. From the **Provider Panel Members** list, click on the provider name for the record desired to open and view that provider's information.

5. With the provider record selected, click on the *View Provider* button to view the record information.

Provider Panel Members

Provider ID:	7****9
Record Type:	Provider
Business Type:	Individual
Tax Name:	PSW Last, First
Personal Name:	PSW Last, First
Date of Birth:	mm/dd/yyyy

Click here to view the record.

View Provider

6. In the provider's **View Provider** page, click the section header **Employment Relationship** to expand the section and view the individual(s) that have a confirmed employment relationship association for this PSW.

View Provider

Provider ID:	7****9
Record Type:	Provider
Business Type:	Individual
Tax Name:	PSW Last, First
Personal Name:	PSW Last, First
Date of Birth:	mm/dd/yyyy

▸ Contact Information

▸ Specialties

▸ Credentials

▸ Relationships

▸ Employment Relationship

Click here to expand this section & view the individuals that this PSW has a confirmed employment relationship association.

7. Once expanded, the confirmed employment relationship information for the PSW will be shown. The information shown in this section includes:
   - ○ **Client Prime:** the prime number for the I/DD individual whose employer has a confirmed relationship association with the PSW.

- o *Client Name:* the name of the I/DD individual whose employer has a confirmed relationship association with the PSW.

- o *Expires:* the date the association relationship enrollment with the listed FMAS payroll vendor expires or ends. For example, if the Expire date is 3/31/2017, that relationship was valid as part of the payment contingency period. <mark>If blank/no date is listed, that association/payroll vendor enrollment is current and ongoing</mark>.

- o *Payment Provider:* the name of the FMAS payroll vendor that issues payment to the PSWs for dates of that vendor's enrollment.

▼ Employment Relationship

Client Prime	Client Name	Expires	Payment Provider
aaa0000a	A: First Last	12/31/2016	TNT Fiscal Intermediary Services Inc
bbb1111b	B: First Last	12/31/2016	TNT Fiscal Intermediary Services Inc
aaa0000a	A: First Last		Public Partnerships LLC FMAS
bbb1111b	B: First Last		Public Partnerships LLC FMAS
ccc2222c	C: First Last	3/31/2017	Public Partnerships LLC FMAS

If an expected individual is not showing here, then eXPRS has not received confirmation from the FMAS payroll vendor that the employment relationship association has been completed for that individual's employer and the PSW.

eXPRS receives updated employer relationship association data from the FMAS vendor each business day.

CDDP and Brokerage users may wish to run the report periodically to view updated ER information.

To view a specific I/DD individual's Employment Relationship association to their PSWs via VIEW CLIENT page:

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in as shown below:

- Local Authority (for CDDPs)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	userID
Password:	•••••••••
Organization/Program Area:	`<CDDP>` (Local Authority)

Forgot your password? Submit

- Contractor (for Brokerages)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	userID
Password:	•••••••••
Organization/Program Area:	`<Brokerage Name>` Brokerage (Contractor)

Forgot your password? Submit

- State Kids (State) (for CIIS Program)

Login
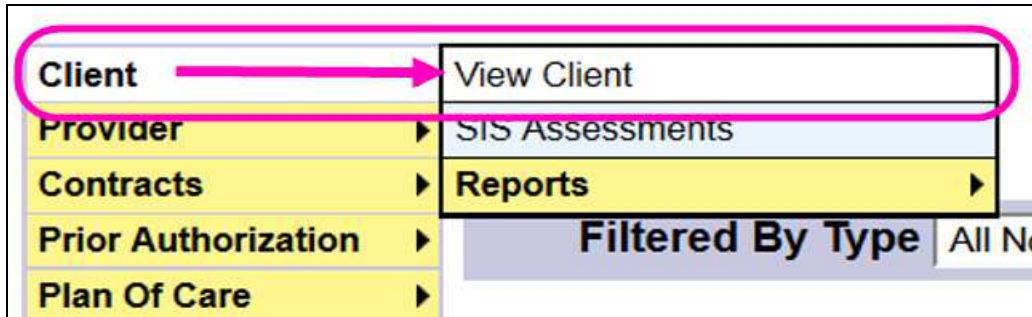
Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	userID
Password:	•••••••••
Organization/Program Area:	State kids (State)

Forgot your password? Submit

2. From the left-hand yellow navigational menu, click on ***Client → View Client***.

3. In the **View Client** search page, enter the criteria needed to search for the individual you wish to view information.

   PRO TIP: Enter the individual's prime number in the **Client Prime** search field, to quickly find that individual's record.

4. When the results list returns, click on the individual's last name to open that record.

5. Now the individual's record is open, scroll to the bottom of the page and click on the section header **Employment Relationship**. This will expand the section to show any PSWs for whom eXPRS has received a confirmed employment relationship association to the employer for this individual.

View Client

Legal Last Name:	
Legal First Name:	
Legal Middle Initial:	
Legal Title:	
Preferred Last Name:	LAST NAME
Preferred First Name:	First Name
Preferred Middle Initial:	
Preferred Title:	
Birth Date:	mm/dd/yyyy
Deceased:	No
Date of Death:	
Gender:	
Client Prime:	xyz0000a
Prime Type:	P

▸ **Aliases**

▸ **DD Eligibility**

▸ **Level of Care**

▸ **Service Eligibility**

▸ **Medicaid Eligibility**

▸ **Employment Relationship**

Click here to expand this section & view the PSWs that this individual has a confirmed employment relationship association.

[Previous] [Close]

6. Once expanded, the confirmed employment relationship information for the individual(s) associated with this PSW will be shown. The information shown in this section includes:
   - ○ *eXPRS ID:* the eXPRS system assigned number for that PSW's provider record as a hyperlink to that PSW's record.
   - ○ *SPD Number:* the PSW's SPD provider ID number.
   - ○ *Provider:* the name of the PSW provider

- o *Expires:* the date the association relationship enrollment with the listed FMAS payroll vendor expires or ends. For example, if the Expire date is 3/31/2017, that relationship was valid as part of the payment contingency period. **If blank/no date is listed, that association/ payroll vendor enrollment is current and ongoing**.

- o *Payment Provider:* the name of the FMAS payroll vendor that issues payment to the PSWs for dates of that vendor's enrollment.

▼ Employment Relationship

eXPRS ID	SPD Number	Provider	Expires	Payment Provider
7 ****7	7 ****3	PSW A: Last, First	12/31/2016	TNT Fiscal Intermediary Services Inc
8 ****7	7 ****6	PSW B: Last, First	12/31/2016	TNT Fiscal Intermediary Services Inc
8 ****7	7 ****6	PSW B: Last, First		Public Partnerships LLC FMAS
7 ****7	7 ****3	PSW A: Last, First		Public Partnerships LLC FMAS
1 *****2	7 ****1	PSW C: Last, First		Public Partnerships LLC FMAS
1 *****9	8 ****1	PSW D: Last, First	3/31/2017	Public Partnerships LLC FMAS

If an expected PSW is not showing here, then eXPRS has not received confirmation from the FMAS payroll vendor that the employment relationship association has been completed for that individual's employer and the PSW.

eXPRS receives updated employer relationship association data from the FMAS vendor each business day.

CDDP and Brokerage users may wish to run the report periodically to view updated ER information.