Mobile Caregiver+

Express Employment Professionals

Big Sky Waiver / SDMI

Getting Started

Username is the email on file with Express.

If you are having trouble with signing up call - 833-483-5587 and they can walk you through it.

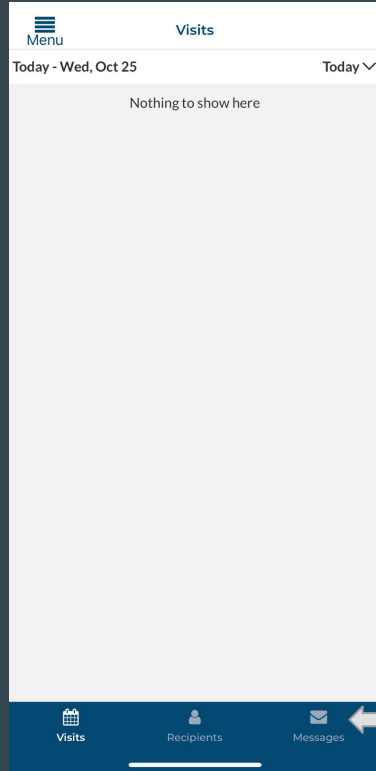# Main Dashboard

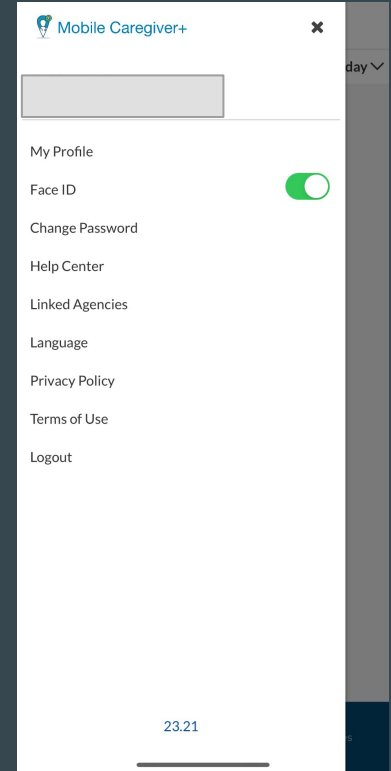This is the main dashboard when you login.
This is where you will see any scheduled visits or current ongoing visits.

On the bottom you will also see two tabs. Recipients will be the client/s you may work with. Messages is where Express may send you a message about the visits.

This is how to access the Menu where you can see
- My Profile
    - Update photo
    - Change phone number
    - Update address
- Face ID
- Linked Agencies
    - If using agencies other than Express
- Logout
- Change Password

Menu

Visits

Today - Wed, Oct 25   Today ⌄

Nothing to show here

📅   👤   ✉
Visits   Recipients   Messages

💡 Mobile Caregiver+   ✖

My Profile

Face ID

Change Password

Help Center

Linked Agencies

Language

Privacy Policy

Terms of Use

Logout

23.21

Main Dashboard

Linked Agencies is where you are able to look at all agencies that may currently be used.
If using other agencies than Express they will also be listed in this page.
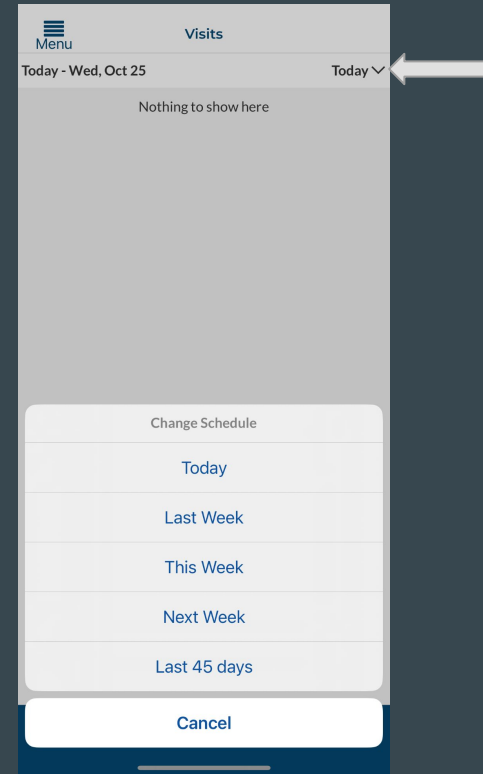

Linked Agencies

Below are all the provider agencies in which your user profile is currently linked.

EXPRESS PERSONNEL SERVICES
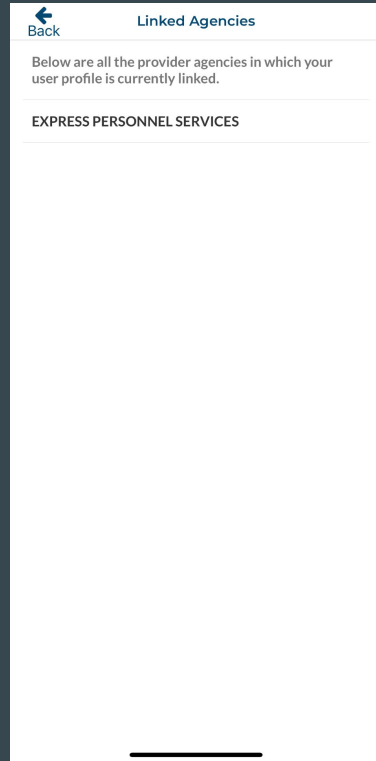
If you select the drop down menu next to "Today" you can change the dates to view visits.
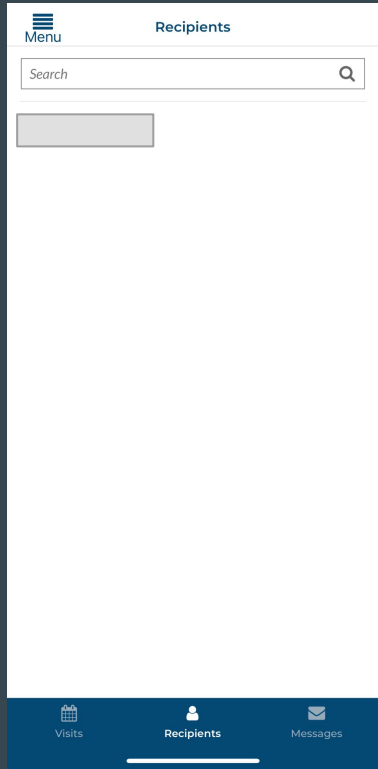
Anything prior to 45 days is not accessible.

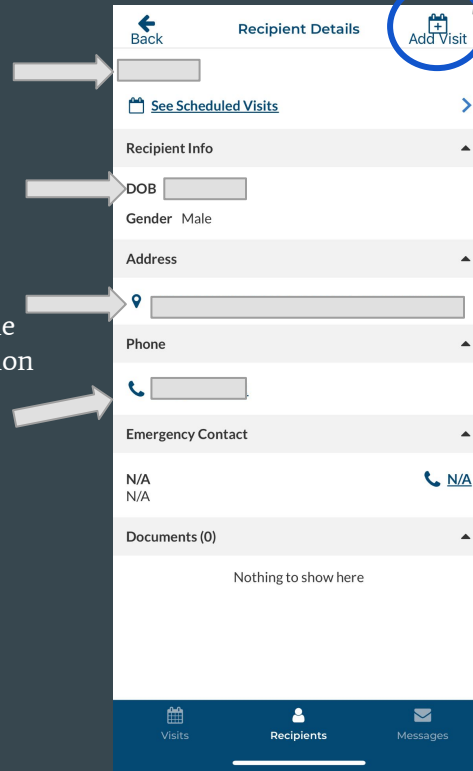If there are questions about visits prior to this please call Express.

Visits

Today - Wed, Oct 25   Today ∨

Nothing to show here

Change Schedule

Today

Last Week

This Week

Next Week

Last 45 days

Cancel

How to start a visit

Once selecting recipients on the bottom you will get a list of clients you have access to work with.
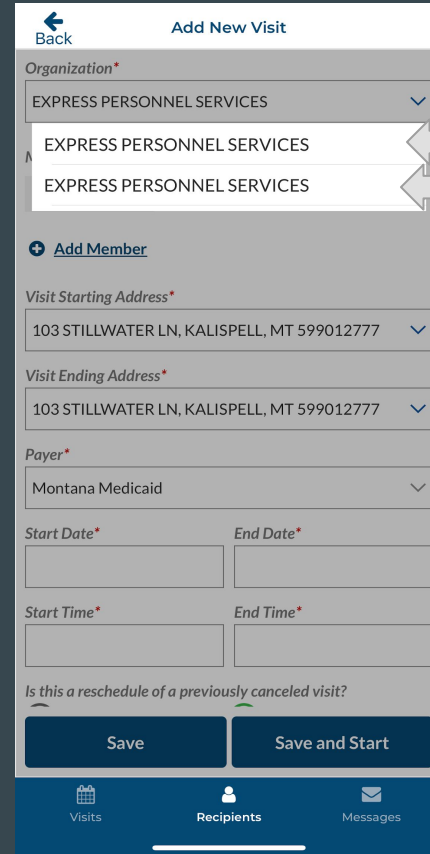
Once selecting the client you intend to work with select add visit

This is all of the clients information

If you select this it will show you all the visits you may have scheduled with this client

Recipients

Menu

Search 🔍

Visits | Recipients | Messages

← Back   **Recipient Details**   📅 Add Visit

📅 **See Scheduled Visits** ›

Recipient Info ▲

DOB

Gender Male

Address ▲

📍

Phone ▲

📞

Emergency Contact ▲

N/A   📞 N/A
N/A

Documents (0) ▲

Nothing to show here

Visits | Recipients | Messages

Organization Drop Down Menu

If you are working under multiple programs, the drop down for "Organization" will not specify the program you are working.

You will need to select one and determined if the codes listed at the bottom correspond with the visit you are starting.

How to start a visit

The client's name will be under member. Be sure this is the correct client.

The address will automatically fill in with the client's home address. There is no need to change this unless you have another address on file. If you want another address on file reach out to Express.

If you are filling out these fields for a visit in the future you would select save and it will add it to the scheduled visits. You can view these under "See scheduled visits"

Add New Visit

Back

Member

Add Member

Visit Starting Address*

Visit Ending Address*

Payer*

Montana Medicaid

Start Date*
10/25/2023

End Date*
10/25/2023

Start Time*
11:15 AM

End Time*
01:15 PM

Is this a reschedule of a previously canceled visit?
Yes   No

Select Service*
92507

Save   Save and Start

Visits   Recipients   Messages

This will also automatically fill. Please do not change this.

When creating a visit you must fill in the start and end date, and the start and end time. The end time can be an estimate as it will still clock your in and out times.

If you are filling these fields in for a visit in the moment then you would select "Save and Start" and it will start your visit.

How to start a visit

Personal Care - SOC / PAS - T1019 UA
Spec Childcare - T2027 UA
Attendant Care - STA - S5125 UA

Add New Visit

Back

Lpn/lvn services up to 15min

T1003 TU
Lpn/lvn services up to 15min

T1003 UA
Lpn/lvn services up to 15min

T1005 HD
Respite care service 15 min

T1005 UA
Respite care service 15 min

T1019
Personal care ser per 15 min

T1019 HD
Personal care ser per 15 min

T1019 HD TE
Personal care ser per 15 min

T1019 U9
Personal care ser per 15 min

T1019 UA ✓
Personal care ser per 15 min

T1019 UA TE
Personal care ser per 15 min

T1020 UA
Personal care ser per diem

T2027 UA ✓
Spec childcare waiver 15 min

T2033 UA
Res, nos waiver per diem

Save   Save and Start

Visits   Recipients   Messages 5

These are the only three codes you will use to sign in.

If you are unsure reach out to Express.

Add New Visit

Back

TX SPEECH LANG VOICE COMMJ &/AUDITORY PROC IND

97110
THERAPEUTIC EXERCISES

97110 UA
THERAPEUTIC EXERCISES

97530
Therapeutic Activities

97530 UA
Therapeutic Activities

S5125
Attendant care service /15m

S5125 U9
Attendant care service /15m

S5125 UA ✓
Attendant care service /15m

S5126
Attendant care service /diem

S5126 U9
Attendant care service /diem

S5126 UA U9
Attendant care service /diem

S5135
Adult companioncare per 15m

S5135 UA
Adult companioncare per 15m

S9470
Nutritional counseling, diet

Save   Save and Start

Visits   Recipients   Messages 5

After selecting the appropriate code/s select start visit to start visit immediately, or select save to have it scheduled for future

Visit Started

Back   Add Note

⏱ Visit in Progress - 2s

Friday, January 5, 2024
10:30 AM - 10:45 AM

Actual Start Time: 10:28 AM   ↺ Undo Start

ⓘ Help to complete tasks

⊕ Add Task

✓ T2027 UA (Spec childcare waiver 15 min)

✓ S5125 UA (Attendant care service /15m)

✓ T1019 UA (Personal care ser per 15 min)

End Visit

Visits   Recipients   Messages 5

You have officially started a visit.

How to complete a visit

Once completing visit,
select the current visit.

1. Select End Visit
2. Confirm you want
   to end the visit

Visit Started

Back   Add Note

🕐 Visit in Progress - 00:03:31

Friday, January 5, 2024
10:30 AM - 10:45 AM

Actual Start Time: 10:28 AM   ↺ Undo Start

ⓘ Help to complete tasks

⊕ **Add Task**

✅ T2027 UA (Spec childcare waiver 15 min)   🗒

✅ S5125 UA (Attendant care service (15m)   🗒

Confirm
Are you sure you want to end the visit?

✅ T10   🗒

No   Yes

End Visit

📅   👤   ✉ 5
Visits   Recipients   Messages
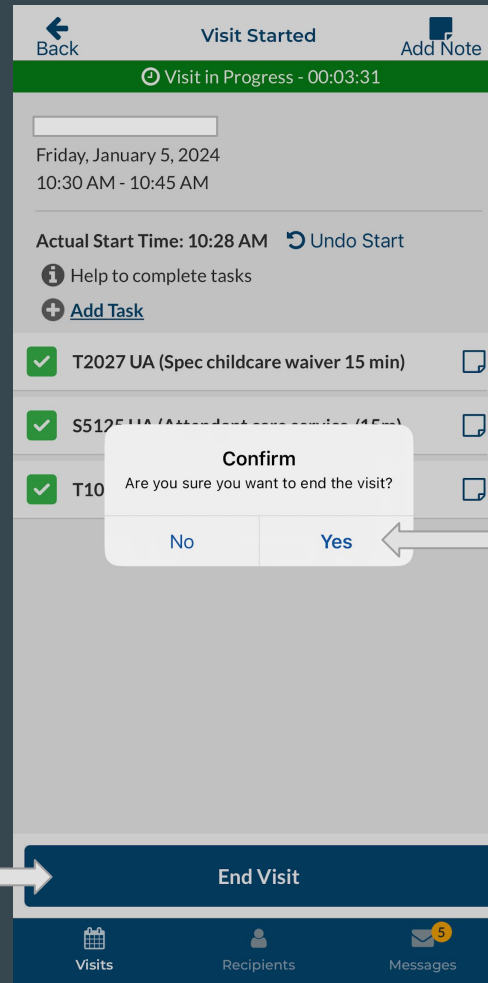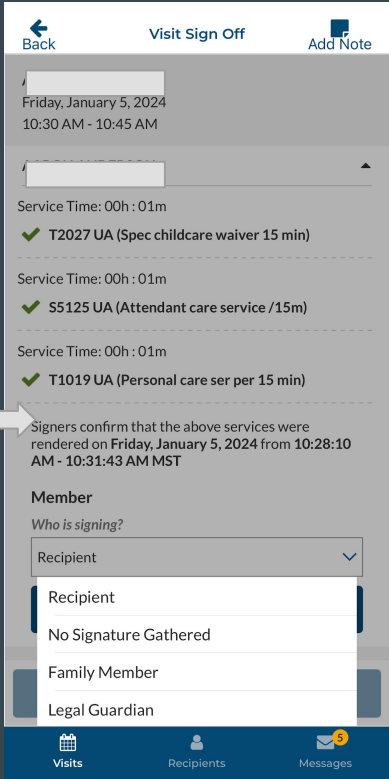
How to complete a visit
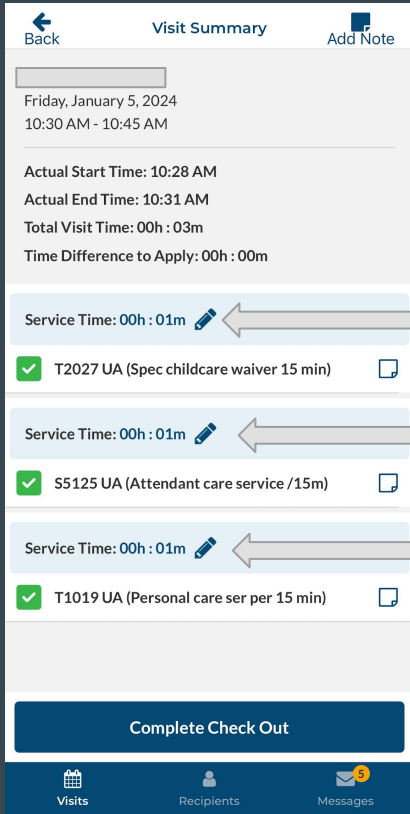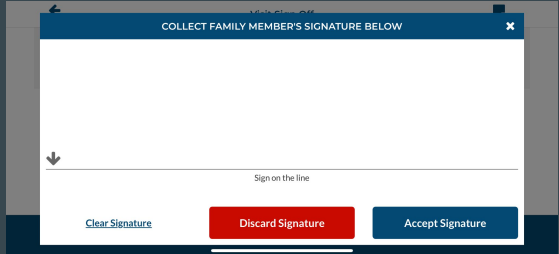

Edit times for individual jobs
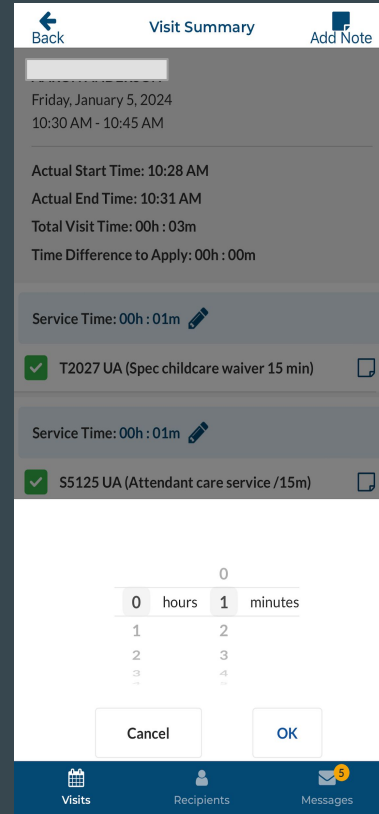
Choose correct times for each job that were selected

Member Signature

This is where you will select who is signing off on each visit.
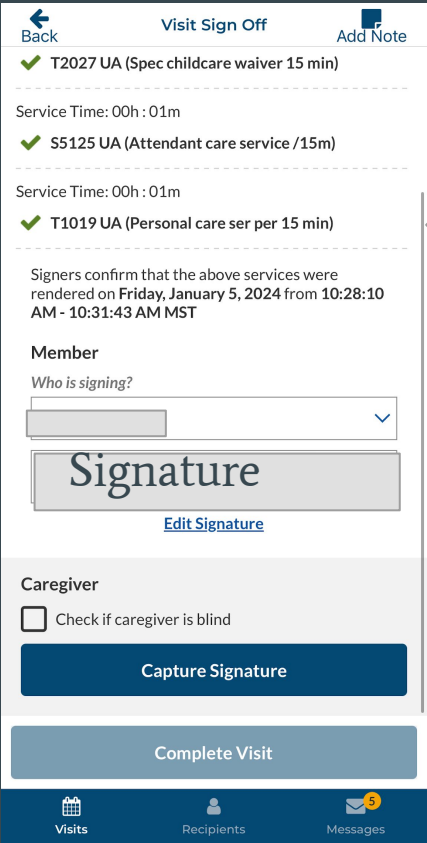
After selecting who will sign select capture signature and have them sign

Once selecting capture signature, they will sign on the line. If satisfied with signature select accept signature.

Caregiver Signature

Visit Sign Off
Back   Add Note

✓ T2027 UA (Spec childcare waiver 15 min)

Service Time: 00h : 01m

✓ S5125 UA (Attendant care service /15m)

Service Time: 00h : 01m

✓ T1019 UA (Personal care ser per 15 min)

Signers confirm that the above services were rendered on **Friday, January 5, 2024** from **10:28:10 AM - 10:31:43 AM MST**

Member
Who is signing?

Recipient ▼

Edit Signature

Caregiver
☐ Check if caregiver is blind

Capture Signature

Complete Visit
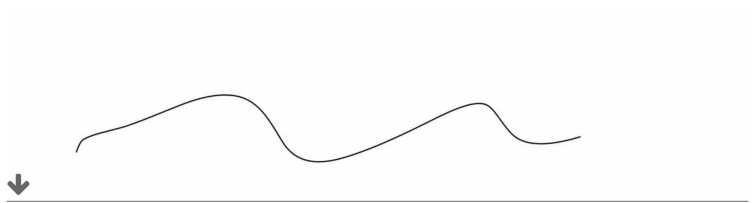
Visits   Recipients   Messages

If wanting to let Express know something about this visit, leave a note here.

If the caregiver is blind, select this this box

Otherwise select capture signature

COLLECT CAREGIVER'S SIGNATURE BELOW ✕

Sign on the line

Clear Signature   Discard Signature   Accept Signature

Once selecting capture signature, you will sign on the line. If you do not want to use that signature select discard. If satisfied with signature select accept signature.

Completing a Visit Sign Off

Once you select complete Visit after obtaining signatures it will prompt you to ensure you want to complete visit.

This screen will show that you have successfully completed the visit.

This screen will show that it was completed and is on your visit list.

Important Information

- If you are having difficulties signing up for the app the support team is very friendly and incredibly helpful.

- When clocking in and out be sure to clock in and out per 15 minutes.

- These changes are made on a state level; this transition is not the decision of Express Employment.

- The person signing will remain as the person who signed on paper time cards.

- Paper time cards will not be accepted beyond 1/22/2024.

- If there are any questions on which code to use call Allyssa D. 406-317-7320

- Please keep in mind if you also claim Homemaker hours and ALL Mileage will continue to be submitted on paper.