

**Aging and People with Disabilities**

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**Number: APD-IM-13-005**

**Issue date: 1/22/2013**

**Topic:** Developmental Disabilities

**Subject:** eXPRS User Lab Sessions for 2013

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                  | <input checked="" type="checkbox"/> County DD Program Managers                          |
| <input type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> County Mental Health Directors                                 |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families      | <input checked="" type="checkbox"/> Other (please specify): ODDS staff; all eXPRS Users |

**Message:** In attempts to continue to support our CDDP, Brokerage and Provider partners in learning and using the Express Payment & Reporting System (eXPRS), ODDS has scheduled eXPRS User Lab sessions for 2013.

The eXPRS User Lab is a time for eXPRS users to get focused help and training on using the eXPRS system. Participants will be able to bring questions and get focused assistance to improve their skills in using eXPRS. **There is NO pre-set lab session agenda or training presentation.** Topics of discussion will be determined by the questions or issues of the attendees at each session. No session will be the same, as the content is participant driven. **Participants should come prepared to ask questions about and/or bring examples of their specific user issues or training needs.** Opportunities to review these questions or issues at the group level and by individual support will be available.

Lab sessions will be held at the DHS Cherry Ave Training Center in Salem, and are limited to a maximum of 18 individuals per session.

Each participant **MUST HAVE** received their own individual authorized access to eXPRS for their respective agency/program **PRIOR** to attending a lab session. Each participant will need to bring their assigned eXPRS user ID & password with them to the lab session, as they will have a computer available to access eXPRS so they may work through examples, specific user issues and questions.

## eXPRS User Lab Dates/Times for 2013:

- ◆ Tues, Feb 5, 2013 @ 1:30 – 4:30 pm
- ◆ Tues, Apr 9, 2013 @ 1:30 – 4:30 pm
- ◆ Tues, July 30, 2013 @ 1:30 – 4:30 pm
- ◆ Tues, Oct 22, 2013 @ 1:30 – 4:30 pm

There is a limit to a maximum 18 of individuals in each lab session; therefore prior registration for a lab session via the DHS Learning Center ***is required***. There is no cost to register and participate in a lab session.

To access the DHS Learning Center to register, click on the link below:

[\*\*DHS Learning Center - Login\*\*](#)

**Course Title:** eXPRS User Lab for 2013

**Course Number:** C03469

If you have never registered for a course via the DHS Learning Center before, you will need to create a user profile to do this. Please see the instructions under “***Welcome to the DHS Learning Center***” on the main Learning Center log in screen.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Julie Harrison, ODDS Provider Support Unit - ITBSU Liaison		
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<b>Email:</b>	<a href="mailto:Julie.a.harrison@state.or.us">Julie.a.harrison@state.or.us</a>		