How to Accept a SEPA in eXPRS
(updated 3/11/2019)

As a Case Management Entity (CME), part of the work needed in eXPRS is to Accept the Service Element Prior Authorizations (SEPAs) for the services you perform as a CME & are directly paid for (case management and/or administrative services). The SEPA is the contractual element in eXPRS that increases or reduces the funding limits for services you provide. SEPAs for other direct client services that are paid directly from eXPRS to other rendering providers are managed & accepted by ODDS.

The services that a CME must accepted a SEPA for are:

<table>
<thead>
<tr>
<th>CME Type</th>
<th>Accepts SEPAs for:</th>
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<tbody>
<tr>
<td>CDDPs (Local Authority)</td>
<td>• SE48-CDDP Case Mgmt Svcs</td>
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<td></td>
<td>• SE02-DD Admin</td>
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<td>• SE55-Abuse Investigation Services</td>
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<tr>
<td>Brokerages (Contractor)</td>
<td>• SE148-Brokerage Case Mgmt Svcs</td>
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<tr>
<td>State Kids (Local Authority)</td>
<td>• ODDS Manages all SEPAs for State Kids Svcs</td>
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</tbody>
</table>

To accept a SEPA, users must have the below roles assigned for their CME:

- **Local Authority IGA Manager** (CDDPs)
- **Contractor IGA Manager** (Brokerage)

➤ **IMPORTANT**: Before you can accept a SEPA, you must first set up your SEPA APPROVAL PASSCODE (also called the passphrase). Please see the [How to set up your SEPA Approval Passcode](#) user guide for instructions on how to do that.

Once your passcode/passphrase has been set up and activated, follow these next steps to accept a SEPA.
1. Log into eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs),

or **Contractor** (for Brokerages)

2. If you have a notification message listed under “**My Notifications**”, click on the **blue hyperlink** for the SEPA notification. This will open the SEPA for you to accept it.
3. With the SEPA open, you can confirm if the SEPA is one that needs you to take action. SEPAs that you must accept as a CME will have a status of **Pending Acceptance** (meaning, waiting for your action to “accept” the SEPA). Click **CONTINUE** to proceed to accept the SEPA.

![Service Element Prior Authorization](image)

4. Scroll down the SEPA details page until you find the section **SEPA APPROVAL PASSCODE**. In the box, enter the password you created in your user profile for SEPA approval.

![Service Element Prior Authorization Adjustment](image)
5. With your personal SEPA Approval Passcode entered, click **APPROVE** to accept the SEPA.

![SEPA Approval Passcode](image)

6. Once the approval process is completed, you will receive a confirmation message & the status of the SEPA will now show as **accepted**. The SEPA acceptance is completed for that SEPA.

![Service Element Prior Authorization](image)

7. You can now return to your eXPRS **Home** page. If you have notifications for other SEPAs that need your acceptance, repeat steps 2-6 above. Once completed, can check the box next to the notification in the **DONE?** Column & then click **REMOVE**. This will clear the notification from your list.

![Home Notifications](image)
Instead of using the notification links, you can search to find any SEPAAs that may be waiting for your acceptance.

1. Login, if needed (step 1 above). From the left-hand navigation menu on your HOME page, click on **PRIOR AUTHORIZATION ➔ SERVICE ELEMENT PRIOR AUTH ➔ APPROVE SEPA ADJUSTMENTS.**

2. In the **Service Element Prior Authorization** page, search by the SEPA status for those SEPAAs you need to accept.

3. SEPAAs that need your approval to accept have a status of:
   - Status = **PENDING**
   - Approval Status = **ACCEPTANCE**

   With these statuses selected, click **FIND** to get a list of the SEPAAs that you need to approve/accept.
4. From the results list returned, click on the blue hyperlink number in the Unit ID column for the SEPA that has a status of PENDING ACCEPTANCE. This opens the SEPA.

5. With the SEPA open, you can confirm if the SEPA is one that needs you to take action. SEPAs that you must accept as a CME will have a status of Pending Acceptance (meaning, waiting for your action to “accept” the SEPA).
Click **CONTINUE** to proceed to accept the SEPA.

6. Scroll down the SEPA details page until you find the section **SEPA APPROVAL PASSCODE**.

![SEPA Approval Passcode](image)

7. In the box, enter the **SEPA Approval Passcode** (password) you created in your user profile for SEPA approval, then click **APPROVE** to accept the SEPA.

![SEPA Approval Passcode](image)

8. Once the approval process is completed, you will receive a confirmation message & the status of the SEPA will now show as **accepted**.

![Service Element Prior Authorization](image)
The SEPA acceptance is completed for that SEPA.

9. Click **HOME** at the top of the window to take you back to the home page.

10. Repeat steps #1 - #8 to search for & approve/accept any additional SEPAs that you have in a status of **PENDING ACCEPTANCE**.