How to Create an “Optional” PPA

The system requires a PPA for each provider in each service element, for each new contract period (biennium). *(For example: If provider "A" provides DD50, DD51, and DD54 services, then provider "A" would need have 3 "optional PPAs"; one for each service element.)* If you choose to "opt out," of using the PPA function to manage a provider’s service authorization funding limits, then you only need to create the "optional PPA" once a contract term (biennium). You won’t have to create PPAs again until the next contract term.

To create an "optional" PPA:

1. From the yellow left-hand navigation menu, click Prior Authorization ➔ Provider Prior Auth ➔ Create PPA.

2. Once in the new window, enter the 5-digit provider number for the provider you want to create the PPA for. If you don't know the number, click the BINOCULARS next to the entry box and you can search to find it.

3. Then enter the 6-digit contract number that has been assigned to you for the current contract period (biennium). This will be a different number every contract period (biennium).

4. With both boxes completed, click NEXT. This will take you to the next window.

5. From this window, verify that you have the correct Provider & Contractor. If correct, click ADD. This will take you to the create PPA screen.

6. From this screen, you will have to enter/verify the following:

   a. In the top section, click on the box next to PPA Optional at the top right of the page. This should add a check mark to the box, indicating you've chosen an "optional" PPA.
b. In the **Service Element**, select the appropriate service element number for the service for this provider from the drop down menu. Remember, if the provider more than one service type (for example: residential and employment), you’ll need to do a PPA for the provider in each service.

c. The **Proc Code** window should already read *ALL*.

d. Select *ALL* from the **Modifier Code** drop down menu.

e. Enter the **Effective Date** of 7/1/2xxx (the first day of the contract period/biennium)

f. Enter the **End Date** of 6/30/2xxx (the last day of the contract period/biennium)

g. The **rate** and the **units** boxes can remain blank.

h. The Date **Increment** box remains at *Month-Prorate*.

i. The **Amount** box should already be $0. This should have auto-filled in when you checked the **PPA Optional** box. If not, enter "0" in the **Amount** window.

j. The **Ongoing** window can be either Y or N from the drop down menu.

k. Enter any notes that you want in the **PPA Notes** field.

7. Click **SAVE**. This saves the PPA as a **draft**.

8. Repeat steps #1-7 for each provider you contract with in each service element they provide services for.

9. Once you have accepted your SEPA from DHS, go back into eXPRS, find your **draft** PPAs, open each and click **SUBMIT**. This will put your PPAs in to **pending acceptance** status, until the provider accepts it.

10. The providers will need to sign into eXPRS and accept the PPAs you have just sent them.

11. Once the PPAs are in **accepted** status, you can begin creating/submitting CPAs for individuals to be served by that provider.