eXPRS has recently implemented new functionality that allows CDDPs to directly enter Intake & DD Eligibility information for individuals by using new features via the VIEW CLIENT page. While users will continue to be able to view DD Eligibility information as they have in the past (if they’ve had permissions to do so), this new functionality to directly enter the information is only available for CDDP staff assigned the below user roles:

- CDDP Eligibility Specialist
- CDDP Eligibility Specialist Processor

The new Intake & DD Eligibility entry features are dynamic, meaning field & dropdown information options are activated & defined by the TYPE of intake/eligibility determination work that has been completed for the individual.

- Early Childhood (age birth-7)
- School Aged Children (age 7-9, 9-18 or 22 depending on primary diagnosis)
- Adults (age 18+, depending on primary diagnosis)
- CDDP Transfers
- Eligibility Terminations or Denials

There are separate assistance guides for each TYPE of eligibility determination work. Please use the specific guide for the type of eligibility determination work completed. This guide will address School Aged Children determinations.

While the actual eligibility determination work is completed external to eXPRS by the CDDP’s Eligibility Specialist, it is the direction/expectation from ODDS that all eligibility intake & determination information be submitted to ODDS via this new process. ODDS has outlined specific timelines for when this information must be entered in to eXPRS:

- For new applicant intakes, the initial eligibility record information must be created & saved as a draft record within 10 days of the date the intake was completed.
For individuals who do not have a DHS prime number assigned, the CDDP must first request a prime number by submitting a DDEE (0337) form before completing any intake/eligibility determination work in eXPRS.

If a DHS prime number has been requested, the initial eligibility record information must be created & saved as a draft record within 10 days of receipt of that prime number when assigned.

- For completed eligibility determinations, re-determinations or CDDP transfers, the eligibility record information must be entered/updated and set to completed within 10 days of the determination/re-determination notice date or county transfer memo date.

Additional information, policy guidance & instruction from ODDS regarding Intake & Eligibility Determination procedures can be found here:

**ODDS Intellectual & Developmental Disabilities Services & Eligibility**

[https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/eligibility.aspx](https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/eligibility.aspx)

**To Enter DD Eligibility Information for SCHOOL AGED CHILDREN:**

1. Login to eXPRS. Users will need to login under the Case Management (Provider) login option.

   ![Login Screen](image)

   - Login Name: [userID]
   - Password: [password]
   - Organization/Program Area: Case Management Provider (Provider)
   - Forgot your password? [Submit]

2. From the left-hand menu, click on Client → View Client to search for the individual who needs DD eligibility information added.
3. In the View Client page, use the individual’s Client Prime number to find that individual’s record.
   - If the individual is new to Oregon I/DD services, you may first need to request a prime number for the individual by submitting a DDEE (0337) form to the DD TAU.

4. If search results are returned, click on the individual’s Last Name (blue hyperlink) to open their profile page.
5. With the individual’s profile page open, scroll down to the **DD Eligibility** section. In some cases, there may already be an **Early Childhood** eligibility segment listed for the individual that has a **Termination Date & Termination Code** of **AGE**, meaning the individual needs to have their eligibility re-determined due to their age (as shown below). Click **Add** to add new eligibility information.

![Client profile with DD Eligibility section highlighted](image)

6. In the **DD Eligibility Add** page, add the information needed to create a new **draft** eligibility record. The individual’s information will be pre-populated, as will your CDDP branch number.

- **Intake Date** = This may be pre-populated if included on the previous eligibility segment(s). If not, add the original Intake Date, if known.
- **Intake Status** = Completed *(when the eligibility determination is complete)*

When **Completed** is selected, this will trigger additional information fields to appear.
7. For **Determination Status**, select the appropriate option for the eligibility determination made for the individual from the dropdown menu. Based on the option selected from the dropdown, additional fields will display that are applicable to that selection.

- **Approved** = the individual *is eligible* for DD services
- **CIIS Only** = used only for individuals who are part of the CIIS Program, but do not have DD Eligibility determined
- **Denied** = the individual *is not eligible* for DD services
- **Eligibility Extension Approval** = used by ODDS for when extensions are granted for delayed eligibility re-determinations.
- **Re-determination – Approved** = the individual *is eligible* for DD services
- **Re-determination – Denied** = the individual *is not eligible* for DD services
- **Transfer** = *not required to be used at this time*
8. Moving to the next rows of data, add the **Notice Date** in the appropriate field.

- **Notice Date** = the date the Eligibility Determination notice was sent to the individual and/or their guardian informing them of the eligibility determination decision.

- **Termination Date** = remains as **12/31/9999** if the eligibility is active; this will be adjusted by the system based on selections in future sections.

- **Termination Reason** = remains as “Select…” if the eligibility is active; this will be adjusted by the system based on selections in future sections.

In the next section, select the **Type of Eligibility** from the dropdown menu. Again, based on your selection from the menu, the screen will adjust to display additional fields based on that selection.

9. Select the individual’s **Primary Diagnosis** used to determine their eligibility for services from the dropdown menu.

- In this example, the **Primary Diagnosis** selected is **Autism Spectrum (AUT)**.
• Once a **Primary Diagnosis** selection is made, the **Termination Date**, **Termination Code** fields will update, based on the selection.

• Up to **4 Additional Qualifying Diagnosis** options can be added, if applicable. Just select from the dropdown menus.
10. In the **Significant Impairment in adaptive behavior** section, select the appropriate options from the 2 dropdown menus.
11. With the dropdown selections made, click **Add Test**, to add the adaptive test information.

12. With the test information fields open, add the **Test Date**, and then select the Test Name from the dropdown menu.

**Test Names:**
- **ABAS-3** = Adaptive Behavior Assessment, 3rd Edition
- **ABAS-II** = Adaptive Behavior Assessment, 2nd Edition
- **ABES** = Adaptive Behavior Assessment
13. With the **Test Date** & **Test Name** selected, select the applicable options (at least 2) from the **Skill Areas** and/or **Domain areas**, based on the assessment results.

14. At the bottom of the page,
   a. In the **Notes** text box, add any additional information needed;
   b. Select the **Eligibility Specialist** who made the eligibility determination from the dropdown menu.
   c. In the **Attach File** section, upload and attach a copy of the Eligibility Notice or Other documents sent to the individual or their guardian.
   d. Then click **SAVE** to save the information.
15. When saved, you will be returned to the View Client profile page. You will be able to see the new eligibility segment listed in the DD Eligibility section.