How to Find Service Prior Authorizations (SPAs)  
(Foster Care Providers)

eXPRS has a page that allows Foster Care (FC) provider users to search for Foster Care and Ancillary Service Prior Authorizations (SPAs). This is useful when needing to find and verify that services have been authorized and their status by service code or specific client without having to search through the billing pages.

To search/find provider SPAs:

1. Login to eXPRS. If you have more than one record associated to your eXPRS user account, select your Foster Care services record as the **Organization/Program Area**. Then click **SUBMIT** to login.

2. From the left-hand, yellow navigational menu, click on **Prior Authorization** ➔ **Service Prior Auth** ➔ **Find SPA**.
3. Users will now be in the **Find Service Prior Authorization** page. In this page, users have many options to use to search for SPAs, but using a service date range entered in the **Effective & End Date** fields will likely be the easiest way to search. With the search criteria data entered, click **FIND** to search.

The search criteria fields available are defined below. You may need to enter more than one criterion to successfully search.

- **SPA ID** = the system assigned number for the service prior authorization; users may not know what this number is initially.

- **Service Location/PSW SPD Provider ID** = the SPD provider ID assigned to the Foster Care provider’s site location record; users may not know this number.

- **Rendering/Agency Provider eXPRS Provider ID** = the Foster Care provider’s eXPRS provider ID number; users may not know this number.

- **Pay to Provider ID** = the eXPRS ID number for the provider authorized to receive payment; will likely be the same as the rendering provider for Foster Care providers.
- **Client Prime** = the prime number assigned to the client receiving services; users may not know this number initially.

- **Status** = the status of the service prior authorization (SPA); select from the dropdown, or leave blank to get all statuses.
  - **Accepted** = the SPA has been successfully submitted and is active to have services provided and billed
  - **Draft** = the SPA has been created and saved, but not submitted; it is not yet active.
  - **Pending** = the SPA has been created and submitted, but requires a higher level of approval from ODDS; it is not yet active.
  - **Withdrawn** = the SPA has been withdrawn by the CDDP or Brokerage; it is not active.
  - **Void** = the SPA has been voided by the CDDP or Brokerage; it is not active.

- **Service Element** = the service funding package or grouping that the individual’s service is authorized under from the CDDP.

- **Procedure Code** = the specific code assigned to the service authorized; select from the dropdown or leave blank.

- **Svc Modifier Cd** = the specific modifier code assigned to define the service in more detail; not all service procedure codes have modifiers.

- **DHS Contract Num** = the number for the funding contract for the CDDP the service is authorized under.

- **Effective Date** = the first date of service the authorization covers.

- **End Date** = the last date of service the service authorization covers.

- **Review Required** = the designation for the SPA that determines if billings submitted for this service are required to be reviewed by the authorizing CDDP prior to being placed in a claim for payment.
  - **Y = YES**, review of submitted billings by the CDDP is required; billings will “pend” for review.
  - **N = NO**, review of submitted billings by the CDDP is not required; billings will process through system validations edits without pending for approval.

- **Max Displayed** = the number of search results returned by the system displayed on a page.

4. Any SPAs matching the search criteria entered will return in a results list at the bottom of the page.
• Users can open and view a specific provider SPA by clicking on the blue SPA ID number for the SPA.

• The results list is exportable, as needed.

5. If an SPD ID number is clicked, users will be taken to the View Service Prior Authorization page.
   ➤ Pro Tip: right-click on the SPD ID number to open the SPA in a new tab or window, and you’ll not lose your original search results list.

Once in this page, users can view the SPA details, including:
   1. The service authorized
   2. The service dates covered by the authorization
   3. The rate authorized for the service.