



# User Enrollment Form

## State Children's Services

(CIIS or State Kids Res)

**INSTRUCTIONS:** \* indicates a required field. The authorizing manager must complete this form based on the employee's specific job duties. Access to Service Elements is determined by your Organization and roles.

- Send completed form to [info.exprs@state.or.us](mailto:info.exprs@state.or.us) or 503-947-5044.

*Indicate Action: <input type="checkbox"/> Add User <input type="checkbox"/> Modify User <input type="checkbox"/> Deactivate User <input type="checkbox"/> Change of Info	
*User's Name: (Last, First MI) (Print Name)	Already have an eXPRS login name?
*Job Title:	*Name of Organization: <b>State kids and/or State CM CIIS</b>
*Organization Address: (Mailing Address)	*City, State Zip:
*Phone Number:	*Email Address:

### State Kids Services (Res or CIIS) User Roles

#### State Case Management CPA Roles *(assign to CIIS or Res CM provider org):*

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM CPA Approver (management level role)</b> – able to approve pending CPA for State CM services
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM CPA Manager</b> - able to <u>Create/Delete/Submit/Update/Void</u> client SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM CPA Preparer</b> - able to <u>Create/Delete/Update</u> , <b>but not Submit/Void</b> SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.

#### State CM Service RFFS Billing Roles *(assign to CIIS or Res CM provider org):*

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM Service Coordinator</b> - adds name of Service Coordinator to applicable system dropdowns for selection on RFFS claims, etc. <b><u>No user system access permissions associated with this role.</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM Encounter Manager</b> - able to <u>Create/Delete/Update/Submit/Void</u> SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.

<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM Encounter Viewer</b> - able to <u>ONLY VIEW</u> SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.
<b>State Case Management ONA Assessment Roles</b> (assign to State Kids org):		
<b>ADD</b>	<b>DEL</b>	<b>User Roles/Descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs ONA Manager</b> - able to <u>Create/Submit/Update</u> + <u>Accept/Reject</u> ONA Assessments; view client, POC, SPA; view provider information.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs ONA Viewer</b> - able to <u>only view</u> ONA Assessment; view client, POC, SPA; view provider information.
<b>State CIIS POC Services Provider Panel Roles</b> (assign to State Kids org):		
<b>ADD</b>	<b>DEL</b>	<b>User Roles/Descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs Provider Panel Manager</b> - able to <u>Add/Update/Remove</u> providers from the POC Provider Panel; able to view provider record information; able to run the Provider Status report, the CHC/PEAA Expire report and the Provider/Site Expire report.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs Provider Panel Viewer</b> - able to view POC Provider Panel; able to view limited provider record information; able to run the Provider Status report, the CHC/PEAA Expire report.
<b>State CIIS Plan of Care Plan Roles</b> (assign to State Kids org):		
<b>ADD</b>	<b>DEL</b>	<b>User Roles/Descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Override/Approver (management level role)</b> – able to <u>Override/Approve</u> “pending” POC Service Prior Auths (SPAs) + all other POC Manager actions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Super User<sup>1</sup></b> - able to <u>Create/Delete/Update/Submit/Withdraw/Void</u> + <u>SPLIT</u> POC Plan Lines and Service Prior Auths (SPAs); able to <u>Create/Delete/Update/Submit</u> + <u>VOID</u> POC Service Delivered (SD) billings; view associated claims information; view client, provider & ER information; run various POC related reports. <b><sup>1</sup> Enrollment of users with this role is restricted to 3 staff per CME. Approval &amp; coordination of role assignment with ODDS Operations/IT Liaison required for user training on role functions.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Manager</b> - able to <u>Create/Delete/Update/Submit/Withdraw/Void</u> Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Viewer</b> - able to <u>only view</u> Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.

**State CIIS Plan of Care Billing Roles** (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Claims Override</b> ( <b>management level role</b> ) – able to <u>Override/Approve</u> “suspended” SD billing entries + all other POC Claims Manager actions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Claims Reviewer</b> - able to <u>Accept/Reject</u> “pending” Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Claims Manager</b> - able to <u>Create/Delete/Update/Submit</u> POC Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information; view client, provider & ER information; run various POC related reports.

**State Kids Services View Information Only Role** (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs View Only</b> – able to <u>access/view only</u> CIIS/Kids Res and State CM service information in eXPRS.

**Signature**

<b>Manager:</b> (Print Name)	<b>Phone Number:</b>	<b>Ext.:</b>
<b>Manager Title:</b>	<b>Email Address:</b>	
<b>Manager Signature:</b>	<b>Date:</b> / /	

**Maintain form in local file for audit purposes**