

## How Fixed Rates and Not-to-Exceed (NTE) Rates Display Differently in eXPRS

As part of ODDS' Compass Project, many services have transitioned from **NTE Rates**, which are manually entered and cannot exceed a certain amount, to **Fixed Rates**, which are pre-filled based on various factors, such as an individual's Service Group. These Fixed Rates have many benefits, such as:

- 1) Pre-filling onto pages in eXPRS, which can prevent manual errors.
- 2) Allowing multiple different rates to exist on the same Prior Authorization.
- 3) Less time spent looking for and entering in the rate for a specific service.

Because Fixed Rates function differently from NTE rates, some pages in eXPRS that display service information have been modified. These pages will show service information differently based on whether it is a Fixed Rate service or an NTE Rate service. Some pages which display differently are:

- **Plan of Care** (Plan Line and SPA Lines)
- **View Service Prior Authorization**
- **View Client Prior Authorization**
- **Claim View**
- **Create Service Entries from Single Service Authorization**
- **Service Delivered by Service Authorization**
- **Daily Service Delivered**
- **View Service Delivered**

In general, when either "Fixed" or "N/A" displays in a Rate field eXPRS, that identifies it as a Fixed Rate service. When an SD Billing Entry displays a blank **Rate** or **Amount** field in eXPRS, that identifies it as an SD for a Fixed Rate Service. SD Billings will populate **Rate & Amount** data after they are aggregated into a Claim which reaches **Approved** status and is paid.

## How Fixed Rate & NTE Rate Services Display Differently in eXPRS

View Service Delivered Search: Fixed Rate Service																																		
<p>SDs for a Fixed Rate service will initially display with blank <b>Rate &amp; Amount</b> fields.</p>	<table border="1"> <thead> <tr> <th>SPA ID</th> <th>SD ID</th> <th>Client Prime</th> <th>Out of Cycle</th> <th>Rate</th> <th>Amount</th> <th>SD Status</th> <th>Claim ICN</th> </tr> </thead> <tbody> <tr> <td>49</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>49</td> <td></td> <td></td> <td>No</td> <td>NA</td> <td></td> <td>Draft</td> <td></td> </tr> </tbody> </table>										SPA ID	SD ID	Client Prime	Out of Cycle	Rate	Amount	SD Status	Claim ICN	49			No					49			No	NA		Draft	
SPA ID	SD ID	Client Prime	Out of Cycle	Rate	Amount	SD Status	Claim ICN																											
49			No																															
49			No	NA		Draft																												
<p>Once the SD is aggregated into a Claim, and that claim reaches <b>Approved</b> status and is paid, the <b>Rate &amp; Amount</b> appear.</p>	<table border="1"> <thead> <tr> <th>SPA ID</th> <th>SD ID</th> <th>Client Prime</th> <th>Out of Cycle</th> <th>Rate</th> <th>Amount</th> <th>SD Status</th> <th>Claim ICN</th> </tr> </thead> <tbody> <tr> <td>49</td> <td></td> <td></td> <td>No</td> <td>NA</td> <td>\$25.31</td> <td>Approved</td> <td>202</td> </tr> </tbody> </table>										SPA ID	SD ID	Client Prime	Out of Cycle	Rate	Amount	SD Status	Claim ICN	49			No	NA	\$25.31	Approved	202								
SPA ID	SD ID	Client Prime	Out of Cycle	Rate	Amount	SD Status	Claim ICN																											
49			No	NA	\$25.31	Approved	202																											

Find Service Prior Authorization: Fixed Rate Service																																		
<p>The <b>Find Service Prior Authorization &gt; Rate &amp; Amount</b> fields will be blank:</p>	<table border="1"> <thead> <tr> <th>SPA ID</th> <th>Client Prime</th> <th>Client Name</th> <th>Service Element</th> <th>Rate</th> <th>Amount</th> <th>Review Required</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>495</td> <td></td> <td></td> <td>54</td> <td></td> <td></td> <td>No</td> <td>Accepted</td> </tr> <tr> <td>495</td> <td></td> <td></td> <td>54</td> <td></td> <td></td> <td>No</td> <td>Accepted</td> </tr> </tbody> </table>										SPA ID	Client Prime	Client Name	Service Element	Rate	Amount	Review Required	Status	495			54			No	Accepted	495			54			No	Accepted
SPA ID	Client Prime	Client Name	Service Element	Rate	Amount	Review Required	Status																											
495			54			No	Accepted																											
495			54			No	Accepted																											
Find Service Prior Authorization: NTE Rate Service																																		
<p>The <b>Find Service Prior Authorization &gt; Rate &amp; Amount</b> fields will display information:</p>	<table border="1"> <thead> <tr> <th>SPA ID</th> <th>Client Prime</th> <th>Client Name</th> <th>Service Element</th> <th>Rate</th> <th>Amount</th> <th>Review Required</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>490</td> <td></td> <td></td> <td>49</td> <td>\$0.56</td> <td>\$672.00</td> <td>Yes</td> <td>Accepted</td> </tr> <tr> <td>490</td> <td></td> <td></td> <td>49</td> <td>\$0.56</td> <td>\$672.00</td> <td>Yes</td> <td>Accepted</td> </tr> </tbody> </table>										SPA ID	Client Prime	Client Name	Service Element	Rate	Amount	Review Required	Status	490			49	\$0.56	\$672.00	Yes	Accepted	490			49	\$0.56	\$672.00	Yes	Accepted
SPA ID	Client Prime	Client Name	Service Element	Rate	Amount	Review Required	Status																											
490			49	\$0.56	\$672.00	Yes	Accepted																											
490			49	\$0.56	\$672.00	Yes	Accepted																											

## Service Delivered by Service Authorization: Fixed Rate Service

The **Actual Rate** field does not appear when creating SDs for Fixed Rate services.

**Service Delivered By Service Authorization**

Update an existing or add a new Date Time Entry Line

***IMPORTANT:** The Service Prior Authorization(s) (SPAs) shown below list the services you are authorized to provide to the individual(s) you work with, for the listed date range. Specific service limits (eg: the number of hours per week, number of miles per month, etc.) should be included in your Service Agreements(s) with your employer(s) for the individual(s) you are authorized to serve. Please consult your Service Agreements for specific authorized UNIT amount details. Service Delivered(SD) time entries should only be made for the actual dates and times worked providing the authorized service.*

<b>Provider:</b>	<b>Dates:</b>
<b>Client Name:</b>	<b>Client Prime:</b>
CM <b>Organization:</b>	
<b>Service:</b>	<b>Review Req:</b>
<b>Rate:</b>	<b>SPA ID:</b>
<b>Units:</b>	<b>Print</b>

Select	Date	Total Events	Status	
<input type="checkbox"/>	<input type="text"/>	0	Draft	<input type="button" value="Save All"/> <input type="button" value="Cancel Changes"/>

For items checked above

## View Service Prior Authorization: NTE Rate Service

The **Actual Rate** field does appear when creating SDs for NTE Rate services.

**Service Delivered By Service Authorization**

Update an existing or add a new Date Time Entry Line

***IMPORTANT:** The Service Prior Authorization(s) (SPAs) shown below list the services you are authorized to provide to the individual(s) you work with, for the listed date range. Specific service limits (eg: the number of hours per week, number of miles per month, etc.) should be included in your Service Agreements(s) with your employer(s) for the individual(s) you are authorized to serve. Please consult your Service Agreements for specific authorized UNIT amount details. Service Delivered(SD) time entries should only be made for the actual dates and times worked providing the authorized service.*

<b>Provider:</b>	<b>Dates:</b>
<b>Client Name:</b>	<b>Client Prime:</b>
CM <b>Organization:</b>	
<b>Service:</b>	<b>Review Req:</b>
<b>Rate:</b>	<b>SPA ID:</b>
<b>Units:</b>	<b>Print</b>

Select	Date	Actual Rate	Total Events	Total Amount	Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	\$0.00	<input type="button" value="Save All"/> <input type="button" value="Cancel Changes"/>

For items checked above

## View Service Prior Authorization: Fixed Rate Service

The word "Fixed" displays on the **View Service Prior Authorization > Rate** field. Rate information will appear under the **Rates** section:

**View Service Prior Authorization**  
Please consult your Service Agreements for specific authorized UNIT amount details.

**Service Prior Authorization:**            **Status:** Accepted

**Client Prime:**            **Client Name:**           

**Service:**           

**Rendering Provider:**           

**Service Location:**           

**Pay To Provider:**           

**DHS Contract Num:**           

**Effective Date:**            **End Date:**           

**Units:**            **Rate:** Fixed

**Amount:** N/A

**SPA Created By:**            **SPA Created Date:** 05/02/2022 04:52 PM PDT

**SPA Updated By:**            **SPA Updated Date:** 06/09/2022 02:44 PM PDT

**Plan Line Created By:**            **Plan Line Created Date:** 03/30/2022 07:04 AM PDT

**Plan Line Updated By:**            **Plan Line Updated Date:** 03/30/2022 07:04 AM PDT

**Notes:** 05/02/2022: Created for Transition to Fixed Rates

**Rates**

Start Date	End Date	Service Group	Licensed Beds	Provider Specialty	Fixed Rate	Add On Rate	Total Rate	Error Message
07/01/2022	07/09/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
07/10/2022	12/31/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
01/01/2023	03/31/2023	3		87-732,87-733,87-735,87-738	\$24.10		\$24.10	

## View Service Prior Authorization: NTE Rate Service

A dollar amount will display in the **View Service Prior Authorization > Rate** field:

**View Service Prior Authorization**  
Please consult your Service Agreements for specific authorized UNIT amount details.

**Service Prior Authorization:**            **Status:** Accepted

**Client Prime:**            **Client Name:**           

**Service:**           

**Rendering Provider:**           

**Service Location:**           

**Pay To Provider:**           

**DHS Contract Num:**           

**Effective Date:**            **End Date:** 11/30/2022

**Units:**            **Rate:** 64.46

**Amount:**           

**SPA Created By:**            **SPA Created Date:** 04/19/2022 09:51 AM PDT

**SPA Updated By:**            **SPA Updated Date:** 04/19/2022 09:51 AM PDT

**Plan Line Created By:**            **Plan Line Created Date:** 04/19/2022 09:51 AM PDT

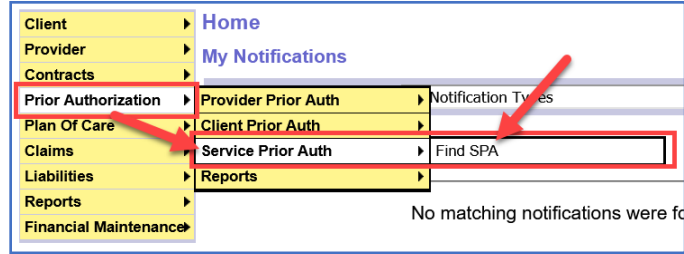
**Plan Line Updated By:**            **Plan Line Updated Date:** 04/19/2022 09:51 AM PDT

**Notes:**

**Service Delivered**

## Appendix A- How to Find the Fixed Rate on SPAs:

1) Select **Prior Authorization > Service Prior Auth > Find SPA**.



2) On the **Find Service Prior Authorization** page, enter criteria and select **Find**.

The screenshot shows the search form with the following fields and values: Client Prime: [blank], Status: [blank], Service Element: [blank], Procedure Code: OR526 - Attendant Care, home or comm, Svc Modifier Cd: [blank], DHS Contract Num: [blank], Effective Date: 7/1/2022, End Date: 6/30/2023, Review Required: [radio] Yes [radio] No [radio] Either, Exclude TBD Provider: [radio] Yes [radio] No, Max Displayed: 25, Exact: [radio] Yes [radio] No, Include FI: [radio] Yes [radio] No. A red arrow points to the 'Find' button.

**TIP:** Search by **Procedure Code, Effective Date & End Date** to bring up a list of SPAs for a specific code and date range.

3) From the results list, observe that the **Rate & Amount** columns show as blank.

The screenshot shows a table with the following columns: Service Element, Proc Code, Svc Modifier Cd, Units, DHS Contract Num, Effective Date, End Date, Rendering Provider, Pay To Provider, Service Location ID, Service Location, Rate, Amount, Review Required, and Status. The first row has the following values: 151, OR526, NA, 140.00, [blank], 7/1/2022, 8/31/2022, [blank], [blank], [blank], [blank], [blank], [blank], No, Accepted. A red box highlights the 'Rate' and 'Amount' columns, which are blank.

4) To see the rate for a specific SPA, select the **SPA ID** hyperlink.

The screenshot shows the same table as above, but with the 'SPA ID' column highlighted in blue. A red arrow points to the 'SPA ID' hyperlink in the first row.

- 5) On the [View Service Prior Authorization](#) page, scroll down and select the **Rates** header. The content displayed will look different depending on the Provider Type.

### Agency Provider

Rates								
Start Date	End Date	Service Group	Licensed Bed/s	Provider Specialty	Fixed Rate	Add On Rate	Total Rate	Error Message
07/01/2022	07/09/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
07/10/2022	12/31/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
01/01/2023	03/31/2023	3		87-732,87-733,87-735,87-738	\$24.10		\$24.10	

### PSW Provider

Rates							
Start Date	End Date	Step	Base Rate	Differential Type	Differential Rate	Total Rate	Error Message
7/1/2024	12/31/2024	2	\$20.50	Professional Development (PDC)	\$0.75	\$21.25	

- 6) In the **Rates** section, users can now review the rate history for the SPA.
- **Start Date & End Date:** The service date range for the **Total Rate**, based on factors such as the type of service and the Provider Type & Specialty.
  - **Service Group:** The individual’s ONA Assessed Service Group (if used to determine the fixed rate).
  - **Step (PSW Only):** The step from the PSW Pay Scale for the row, or the acronym “RCR” to indicate a Red Circle Rate for a Legacy PSW.
  - **Licensed Beds:** The licensed capacity for a specific residential site where the individual lives for applicable residential SPAs.
  - **Base Rate (PSW Only):** The rate associated with that row’s step on the PSW Pay Scale.
  - **Provider Specialty:** This field populates with all the applicable Provider Specialties that this provider has for the service. When there are multiple specialties listed, eXPRS will determine the correct rate to pay based on the rate assigned per the Expenditure Guidelines.
  - **Differential Type (PSW Only):** The name of any differentials that the PSW Provider is receiving for work with this individual. There can be multiple values separate by commas in this field.
  - **Differential Rate (PSW Only):** The rate associated with the differentials the PSW Provider is receiving. There can be multiple values separate by

commas in this field, which correspond to the names in the Differential Type field.

- **Fixed Rate:** The rate that applies for this SPA for the service dates listed.
- **Add On Rate:** An additional daily amount paid to the provider based on an approved rate exception for the individual, if applicable.
- **Total Rate:** The total amount the provider will be paid each unit of service provided for that segment's date range.
- **Error Message:** Any error message associated with the rate segment.