Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

eXPRS
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How to Create an SE56 Allotment
Provider Prior Authorization (PPA)
ODDS Staff
(updated 6/24/2022)

Allotment payments under SE56 are utilized to send DD Agency and Foster Care Providers additional funds for various reasons, such as grant awards, rent subsidy payments, or funding to cover exceptional service costs, etc.
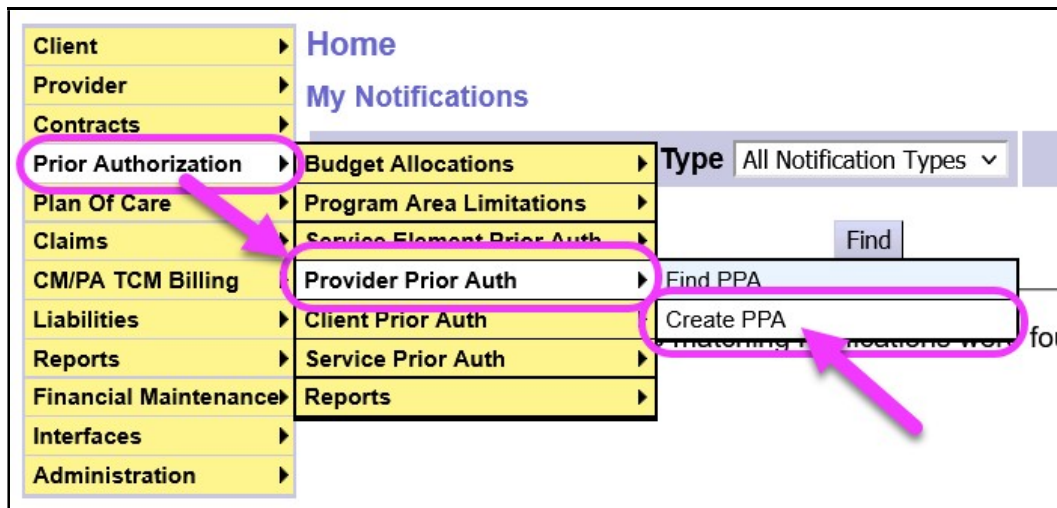
Before an allotment claim can be issued, the funds must first be authorized in an Allotment Provider Prior Authorization (PPA). This guide will review how to create & save a draft allotment PPA under SE56 for payments to DD Agency & Foster Care Providers.

ODDS staff will need one of the below user roles to do this work:
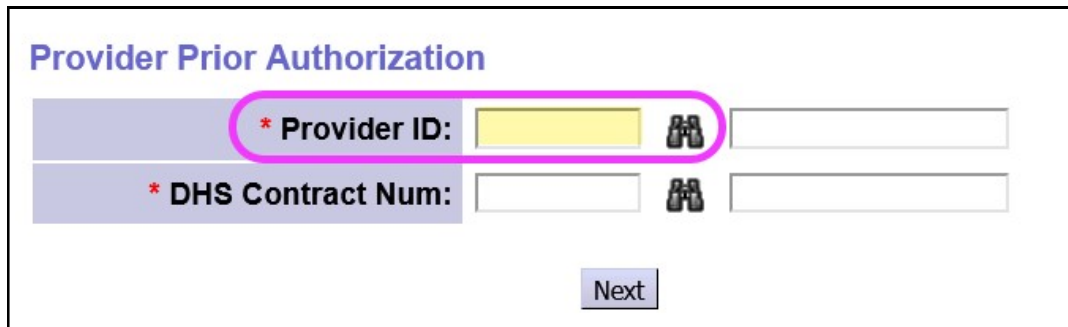- **State Allotment PPA Preparer SE56 ONLY**
- **State Allotment PPA Manager**

To create a SE56 Allotment PPA:

1. From the left-hand navigation menu, select **Prior Authorization → Provider Prior Auth → Create PPA**.
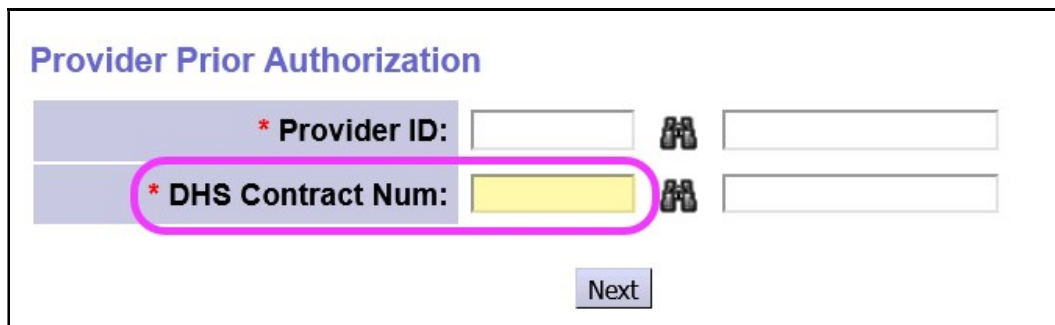
2. On the **Provider Prior Authorization** page, first enter the **eXPRS ID** number for the main agency or foster care provider you want to create a PPA for or use the binoculars to search for it.
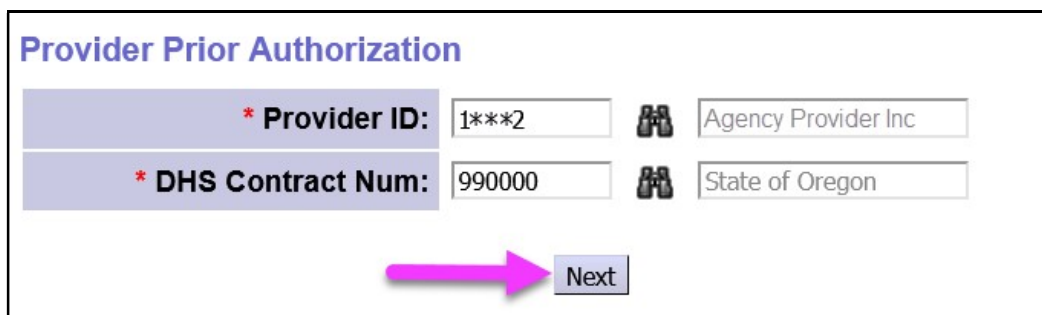
Provider Prior Authorization

* Provider ID:		
* DHS Contract Num:		

Next

3. Next enter the **DHS Contract Num**ber that the allotment PPA's claims will be paid under. In most cases for SE56 services, you will likely use the global contract number for ODDS = **990000**. However, this could be a CME Contract Number. ***This information should be provided to you by the ODDS Contracts Manager prior to setting up the PPA***.

Provider Prior Authorization

* Provider ID:		
* DHS Contract Num:		

Next

4. With both data elements added, click **Next** to continue.

Provider Prior Authorization

* Provider ID:	1***2	Agency Provider Inc
* DHS Contract Num:	990000	State of Oregon

Next

5. In the **Provider Prior Authorization** page, confirm that you have the correct Provider and DHS Contract Number listed.

6. If all is correct, click **Add** to continue. This will now display new fields required to complete the PPA.

7. With the new fields open, complete the appropriate information for the PPA needed in each section. Any data item marked with a red asterisk (*) is required information.

In the Middle Section

o From the ***Service Element** dropdown, select "**56**". It may be your only option.

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:			
* Proc Code:	56	* Svc Modifier Cd:	
* Effective Date:		* End Date:	
Rate:		Rate Type:	

o From the ***Proc Code** dropdown, select the applicable code to be used for this specific allotment payment.

  For the provider **Compass Transition payments, the proc code will be "**All**".

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:	56		
* Proc Code:		* Svc Modifier Cd:	
* Effective Date:	All	* End Date:	
Rate:	OR333	Rate Type:	
Units:	OR380	Date Increment:	Months_Prorated

o From the ***Svc Modifier Cd** dropdown, select the applicable modifier to be used for this specific allotment payment.

  For the provider **Compass Transition payments, the service modifier code will be "**ZD**".

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:	56		
* Proc Code:	All	* Svc Modifier Cd:	
* Effective Date:		* End Date:	All
Rate:		Rate Type:	ZA
Units:		Date Increment:	ZD, Months_P, ZP
* Amount:		Status:	Draft, ZT
			ZU
PPA Note:		* Ongoing:	N, ZW

In the Bottom Section

- o In the ***Effective Date** field, enter the first date that the alloment payment applies. This must be the first day of the month.

- o In the ***End Date** field, enter the last date that the alloment payment applies. This must be the last day of the month.

  **The date range for the PPA you are creating could be for a single month or multiple months. Please consult the information provided to you from the ODDS Contracts Unit for the specific dates that apply to the PPA you are creating.

o In the **Rate** field, enter the monthly rate to be paid by this PPA. This field can be left blank.

**The amount you enter here, *if anything*, should be provided to you by the ODDS Contracts Unit for the specific PPA you are creating.

DHS Contract Num:	990000	**Contractor Name:**	State of Oregon
* Service Element:	56 ⌄		
* Proc Code:	All ⌄	*** Svc Modifier Cd:**	ZD ⌄
* Effective Date:	7/1/2022	*** End Date:**	7/31/2022
Rate:		**Rate Type:**	
Units:		**Date Increment:**	Months_Prorated ⌄
* Amount:		**Status:**	Draft
PPA Note:		*** Ongoing:**	N ⌄
Created By:		**Created Date:**	
Updated By:		**Updated Date:**	

o The **Units** is only used on PPAs for multiple months with a **Rate** amount. In those situations the Units = 1, othewise this field can be left blank.

DHS Contract Num:	990000	**Contractor Name:**	State of Oregon
* Service Element:	56 ⌄		
* Proc Code:	All ⌄	*** Svc Modifier Cd:**	ZD ⌄
* Effective Date:	7/1/2022	*** End Date:**	7/31/2022
Rate:		**Rate Type:**	
Units:		**Date Increment:**	Months_Prorated ⌄
* Amount:		**Status:**	Draft
PPA Note:		*** Ongoing:**	N ⌄
Created By:		**Created Date:**	
Updated By:		**Updated Date:**	

o Leave the **Date Increment** dropdown as is, with its default selection "**Months_Prorated**".

- o In the ***Amount** field, enter the **total amount** to be paid by this PPA. ******The amount you enter here should be provided to you by the ODDS Contracts Unit for the specific PPA you are creating.

If the PPA is *for multiple months*, with a **Rate** and **Units**, simply click on the calculator button to have the system calculate the **total amount** of the PPA.

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:	56 ⌄		
* Proc Code:	All ⌄	* Svc Modifier Cd:	ZD ⌄
* Effective Date:	7/1/2022	* End Date:	9/30/2022
Rate:	5000.00	Rate Type:	
Units:	1	Date Increment:	Months_Prorated ⌄
* Amount:		Status:	Draft
PPA Note:		* Ongoing:	N ⌄
Created By:		Created Date:	
Updated By:		Updated Date:	

- o In the **PPA Note** field, add any notes, comments or additional information as needed regarding the PPA you are creating. You may be provided with a statement from the ODDS Contracts Unit to enter here.

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:	56 ⌄		
* Proc Code:	All ⌄	* Svc Modifier Cd:	ZD ⌄
* Effective Date:	7/1/2022	* End Date:	7/31/2022
Rate:		Rate Type:	
Units:		Date Increment:	Months_Prorated ⌄
* Amount:	25000.00	Status:	Draft
PPA Note:	Add any notes/comments here as needed regarding this PPA.	* Ongoing:	N ⌄
Created By:		Created Date:	
Updated By:		Updated Date:	

- o The **Ongoing** dropdown can remain as is = "**N**".

8. With all your PPA data now entered, you can click **Save** at the bottom to save the *draft* PPA.

9. Once saved, you will receive a confirmation message from eXPRS. The *draft* PPA is now ready for QA review & submission by the ODDS Contracts Unit.

Provider Prior Authorization

Provider Prior Authorization save succeeded.

Provider ID: 1***2			**Provider:** Agency Provider Inc	
DHS Contract Num: 990000			**Contractor Name:** State of Oregon	

Draft Provider Prior Auth Adjustments

PA Adj #	Service Element	Proc Code	Svc Modifier Cd	Effective Date	End Date	Amount
52206618	56	All	ZD	7/1/2022	7/31/2022	$25,000.00

Add

10. If you have more PPAs to create *for this same* Provider & Contract, click **Add** , and then follow steps #7 & #8 above.

Provider Prior Authorization

Provider Prior Authorization save succeeded.

Provider ID: 1***2			**Provider:** Agency Provider Inc	
DHS Contract Num: 990000			**Contractor Name:** State of Oregon	

Draft Provider Prior Auth Adjustments

PA Adj #	Service Element	Proc Code	Svc Modifier Cd	Effective Date	End Date	Amount
52206618	56	All	ZD	7/1/2022	7/31/2022	$25,000.00

Add

To create a new *draft* PPA *for a different Provider*, start again at step #1 above.

11. **POTENTIAL ERRORS** – If when you attempt to save a draft PPA you receive the error "**Provider Prior Authorization save failed: Provider does not provide service requested**" (like shown below) that means the Agency listed on the PPA does not have the needed service location provider record for SE56 allotment payments.

If you receive this error for an Agency, please do the following:
- Make note of the agency so you can return and create the PPA at a later time;

- Send an email to ODDS.ProviderEnrollment@dhsoha.state.or.us and CC: Vanessa.richkind@dhsoha.state.or.us letting them know that the agency

is missing the needed **provider service location record** for SE56 allotments (type/specialty 85-970 – DD Rent Subsidy/SE56).

Provider Prior Authorization

Provider Prior Authorization save failed: Provider does not provide service requested

PPA Reference Number:			
PA Adj #: 0		**PPA Optional:** ☐	
Provider:		**Provider ID:** 3 4	
DHS Contract Num: 990000		**Contractor Name:** State of Oregon	

* Service Element:	56 ⌄	
* Proc Code:	All ⌄	*** Svc Modifier Cd:** ZD ⌄

* Effective Date: 7/1/2022 📅		*** End Date:** 9/30/2022 📅
Rate:		**te Type:**

12. If you have any other questions about creating/saving draft SE56 PPAs, or the Provider Compass Transitional payments, please email your questions to:
    - Heather Smith: heather.m.smith@dhsoha.state.or.us and
    - Jennifer Zobrist: jennifer.zobrist@dhsoha.state.or.us