

How to Enter a DD Eligibility Termination on the DD Eligibility Add Page

eXPRS allows CDDPs to directly enter intake and DD eligibility information for an individual by using the **DD Eligibility Add** page¹. This guide explains the steps for entering a Termination of DD Eligibility. When completing an Eligibility Redetermination, the active Eligibility Line must be Terminated, and then a new line can be entered with the results of the Redetermination.

To do the work in the guide, the user must have one of the following roles:

- **CDDP Eligibility Specialist**
- **CDDP Eligibility Specialist Processor**
- **CDDP Eligibility Termination Processor**

How to Enter a DD Eligibility Termination:

1) Login and search for the individual's record using the **View Client** page², then select the **DD Eligibility > Edit** Button on the Line being terminated.

▼ **DD Eligibility**

Initial Eligibility Date: 6/13/1983

Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis	
3029		Completed	Approved	5/27/2010	12/31/9999		ID1	Edit

2) On the **DD Eligibility Add** page, adjust the **Termination Date** as follows:

- If the individual's eligibility is being redetermined due to reaching an age milestone, then enter the **Termination Date** as the day before the redetermination was completed. Otherwise, manually enter the Notice of Planned Action Effective Date for this termination.

DD Eligibility Edit

Client Name:	Client Birthdate:	Client Initial Eligibility Date:
Determination CDDP:	Intake Date:	Termination Date: 6/30/2023 1
Notice Date: 5/27/2010		

¹ For more information, see the guide: **Overview of the DD Eligibility Add Page**

² For steps, see the guide and video: **How to use the View Client Page in eXPRS**

3) Adjust the **Termination Code** as follows:

- If the individual's eligibility is being redetermined due to reaching an age milestone, do not adjust this field. Otherwise, select the applicable reason for Termination.

DD Eligibility Edit

Client Name:	Client Prime:		
Client Birthdate:	Initial Eligibility Date: 6/13/1983		
Determination CDDP:	Intake Date:	Intake Status: Completed	Determination Status: Approved
Notice Date: 5/27/2010	Termination Date: 6/30/2023	Termination Code: Moved Out of State	

4) After the save, you will be returned to the **View Client** page and can see the Terminated eligibility line.

▼ DD Eligibility

Initial Eligibility Date: 6/13/1983

Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis
3 9		Completed	Approved	5/27/2010	6/30/2023	MOS	ID1

Add

If you entered this termination in order to complete an eligibility redetermination, then follow the steps in the appropriate How-to Guide:

- **How to Enter Early Childhood DD Eligibility**
- **How to Enter School Age DD Eligibility**
- **How to Enter Adult DD Eligibility**