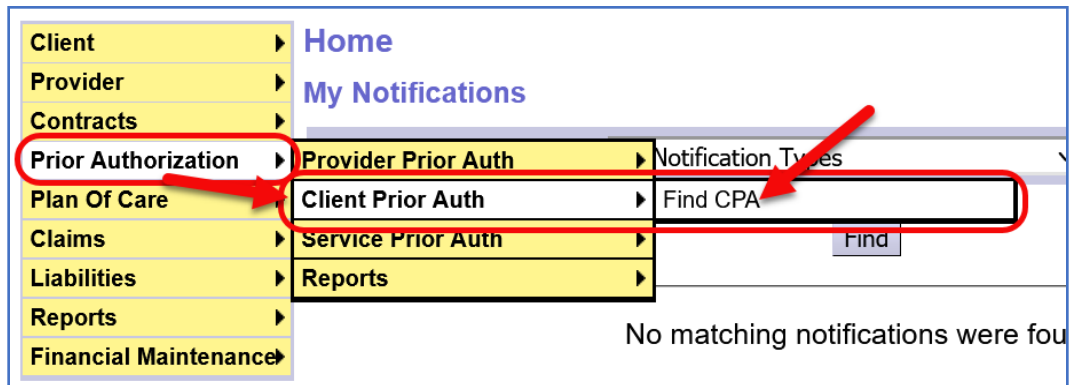


## How to Find a Client Prior Authorization (CPA)

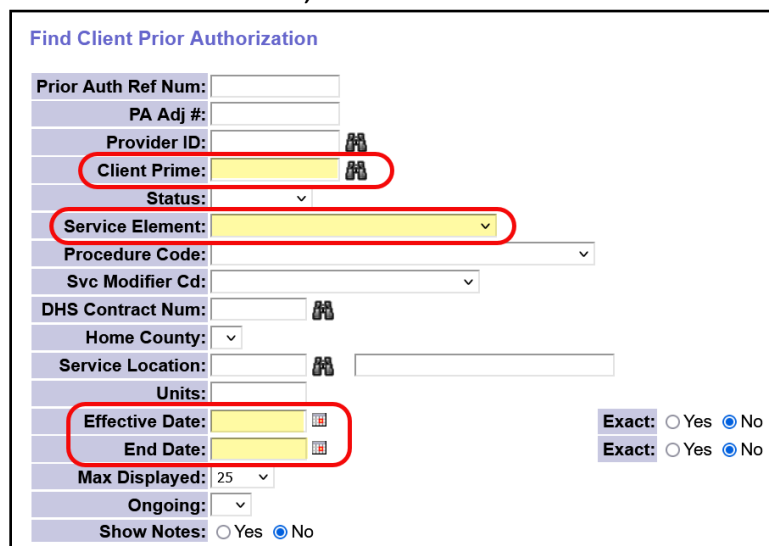
A Client Prior Authorization (CPA) is used to authorize a provider to deliver a specific service to an individual. A CPA contains information about the service, such as the start/end dates, the provider, rates, etc.

### To Find a CPA in eXPRS:

1. Login to eXPRS. If you have multiple **Organization/Program Areas**, use the appropriate role for the work you are doing.
2. Select **Prior Authorization > Client Prior Auth > Find CPA**.




3. On the **Find Client Prior Authorization** page, enter search criteria and select **Find**. The more criteria entered, the narrower search results will be.




**Find Client Prior Authorization**

Prior Auth Ref Num:

PA Adj #:

Provider ID:  


**Client Prime:**  

Status:


**Service Element:**

Procedure Code:


Svc Modifier Cd:


DHS Contract Num:  

Home County:

Service Location:  

Units:

**Effective Date:**  

**End Date:**  

Max Displayed: 25

Ongoing:

Show Notes:  Yes  No

Exact:  Yes  No

Exact:  Yes  No

**Tip:** Some common search criteria used to find a CPA are:

- **Client Prime** = Returns results for only one individual
- **Service Element** = Returns only results for the specific Service Element.
- **Effective Date & End Date** = Returns are active at any time within the date range entered

4. Any CPAs that match the search criteria entered will return in a list. In the screenshot below, the Letters directly correlate to the results below.

Service Element: 51 - Supported Living Services (A)

Effective Date: 8/1/2021 (B)      Exact:  Yes  No

End Date: 8/1/2022 (B)      Exact:  Yes  No

PA Adj #	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Provider ID	Effective Date	End Date	Rate	Amount	Status	Ongoing	Service Location	Assigned Brokerage	Home County
			51	ORSLV	All	1.00			7/1/2021	6/30/2022	\$5,818.29	\$139,638.96	Accepted	Y			
			51	ORSLV	All	1.00			7/1/2022	6/30/2023	\$6,990.55	\$83,896.61	Accepted	Y			
			51	ORSLV	All	1.00			7/1/2021	9/20/2021	\$5,425.01	\$14,466.69	Accepted	N			

**Tip:** Most search results can be exported from eXPRS into different formats for use external to the system.

5. From the results list, select the far-left **PA Adj #** hyperlink to open the CPA.

PA Adj #	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Provider ID
<a href="#">12345678</a>			51	ORSLV	All	1.00		
<a href="#">23456789</a>			51	ORSLV	All	1.00		
<a href="#">34567890</a>			51	ORSLV	All	1.00		

6. From the [View Client Prior Authorization](#) page, the user can review the CPA's details and take any available actions.

### View Client Prior Authorization

<b>Client Prior Authorization: DC</b>		<b>Status: Accepted</b>	
1	<b>Client to be Served:</b>		
	<b>Client Prime:</b>	<b>Client Name:</b>	
2	<b>Service to be Provided:</b>		
	<b>Service Element:</b> 51	<b>Proc Cd/Mod Cd:</b> ORSLV / All	
3	<b>Provider of Service:</b>		
	<b>Provider ID:</b>	<b>Provider:</b>	
	<b>Address:</b>	<b>Phone:</b>	
	<b>City/State:</b>		
	<b>Service Location:</b>		
4	<b>DHS Contract Funding Services:</b>		
	<b>DHS Contract Num:</b>		
5	<b>Rate and Duration of Services:</b>		
	<b>Effective Date:</b> 7/1/2022	<b>End Date:</b> 6/30/2023	<b>Ongoing:</b> Y
	<b>Unit Type:</b> Months_Prorated	<b>Units:</b> 1.00	<b>Rate:</b> 2903.65
	<b>Amount:</b> \$34,843.78	<b>Balance:</b> \$34,843.78	
	<b>Created By:</b> System Maintenance	<b>Created Date:</b> 7/1/2022	
	<b>Updated By:</b> System Maintenance	<b>Updated Date:</b> 7/1/2022	
	<b>Notes:</b> <input style="width: 100%; height: 20px;" type="text"/>		