

How to Enter a POC Add-On in eXPRS for **Employment/Day Support Activity Services** (State Staff)

(updated 6/15/2022)

As a part of the ODDS Compass Project, DD Employment and Day Support Activity (DSA) services for DD Agency Providers will transition to using the new Service Group (SG) rate model on 7/1/2022, which utilizes **FIXED** rates on authorizations.

FIXED rates for Employment and DSA services are derived from the individual's ONA Service Group.

There are some Employment/DSA services that are available for exceptional service situations. To support service exceptions that have been approved by ODDDS, a Plan of Care (POC) **Add-On** will be needed in the individual's POC for some services.

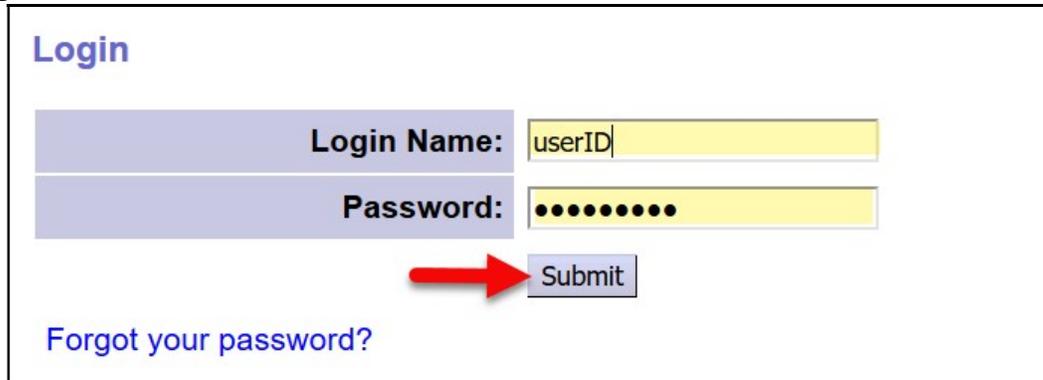
A few things to keep in mind regarding POC Add-Ons Employment and DSA services.

- There are 2 **TYPES** of POC Add-Ons for Employment and DSA services. Each type of Add-On works a bit differently.
 - **Rate** enhancement Add-On = adds an additional amount to be paid per hour to the provider on top of the Service Group derived **FIXED** rate for the service.
 - **Staffing Ratio** Add-On = in informational only at this time; documents the ODDS Approved Exception for the enhanced staff for the service authorized.
- POC Add-Ons are to support service Exceptions approved by ODDS. CMEs must first submit the Exceptions request per the ODDS Funding & Exceptions Request process before an Add-On can be entered into an individual's Plan of Care.
- Entering POC Add-Ons for **Employment and DSA services** are currently managed by ODDS staff with the appropriate eXPRS permissions.
- POC Add-Ons can only be added to an individual's POC after a corresponding SPA for the service is in either **pending** or **accepted** status.

- POC Add-Ons are date limited with a specific service date range the Add-On supports.

To enter a POC Add-On for Employment/DSA Services:

1. Log in to eXPRS.



Login

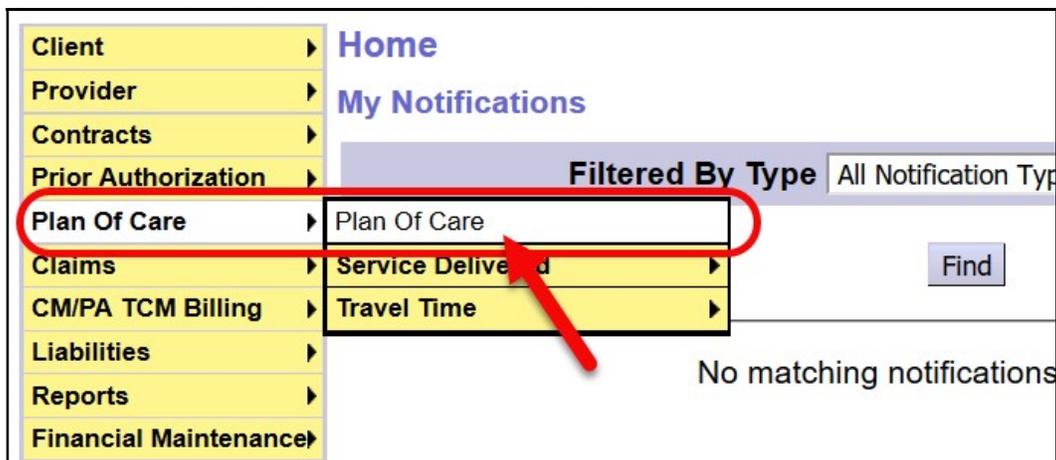
Login Name: userID

Password: ●●●●●●●●

Submit

[Forgot your password?](#)

2. From the left-hand, yellow navigational menu, click on **Plan of Care** → **Plan of Care** to find the POC that needs the Add-On entered.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶

Plan Of Care ▶ Plan Of Care

Claims ▶ Service Delivered

CM/PA TCM Billing ▶ Travel Time

Liabilities ▶

Reports ▶

Financial Maintenance ▶

Filtered By Type All Notification Type

Find

No matching notifications

3. In the **Find Plan of Care** page, search for Plan of Care for the individual that needs a POC Add-On. Easiest way to search will likely be to use the criteria shown below:
 - Client Prime = the individual's **DHS Prime Number**

Click **Find**.

Find Plan of Care

Plan ID:

Client Prime: xyz0000a 

Service Element: All

Plan Begin: Overlap Contain Exact

Plan End: Overlap Contain Exact

DHS Contract Num: 

Status:

Max Displayed: 25



4. If there is a POC in eXPRS that matches the search criteria entered, it will display below the search fields. Click on the **blue Plan ID** number to open the POC that needs the Add-On entered.

Plan End: Overlap Contain Exact

DHS Contract Num: 

Status:

Max Displayed: 25

Export options:  CSV |  Excel |  PDF |  RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
38****58	xyz0000a	PENNY SMART	800059	09/06/2020	06/30/2021	Accepted

Plan of Cares found: 1 (displaying all rows)

5. With the individual's POC now open, click on the **Community** tab to check the authorization status for the individual's Employment and/or DSA services.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [REDACTED] Client Prime: [REDACTED]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living **Community** Transportation Ancillary Legacy

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

Weekly Employment Hours Approved per ISP

6. In the **Community** tab, look at the authorizations and confirm that the status of the authorization for the service approved for an Add-On reads as **Pending** or **Accepted**.

****** A POC Add-On can be successfully entered on a POC only if the service authorization it is to support is in **pending** or **accepted** status.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [REDACTED] Client Prime: [REDACTED]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living **Community** Transportation Ancillary Legacy

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

Plan Details Draft Pending Accepted Withdrawn Void

SE	Procedure	Modifier	Units	Dates	Status		
54	OR542 - Day Support Activity, non-work	R1	10.00 Hours per Month	2/1/2022 - 1/31/2023	Accepted		
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review	Status
[REDACTED]	[REDACTED]	10.00	32.23	[REDACTED]	2/1/2022 - 1/31/2023	No	Accepted

7. With the service authorization status confirmed, click on the **Plan Overview** tab. This will take you back to the area of the POC where you can enter the POC Add-On.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [REDACTED] Client Prime: [REDACTED]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

▼ **Plan Details** Draft Pending Accepted Withdrawn Void

SE	Procedure	Modifier	Units	Dates	Status
54	OR542 - Day Support Activity, non-work	R1	10.00 Hours per Month	2/1/2022 - 1/31/2023	Accepted

Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Status
[REDACTED]	[REDACTED]	10.00	32.23	[REDACTED]	2/1/2022 - 1/31/2023	No	Accepted

- Back in the **Plan Overview** tab, click on **Edit** just above, to open the POC for updates.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [REDACTED] Client Prime: [REDACTED]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

- With the **Plan Overview** tab now open for updates, scroll down the page to the **Add Ons** section in the middle of the page. Click **Add**.

Plan of Care

Plan Id: [Redacted] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [Redacted] Client Prime: [Redacted]
 Plan Status: Accepted

Done

Service Eligibility Plan Overview In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Plan Dates: 2/1/2022 - 1/31/2023 Update

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

Add Edit

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

Add Edit

Add Ons

Add View

10. You'll now see the fields to enter the POC Add-On information.

Service Eligibility Plan Overview In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
9/6/2020 - 6/30/2021	0.00

Add Ons

Service Type	Service Setting	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Date]	[Date]	Pending	[Dropdown]

Notes: (0/1000)

Reason for Approval Approval/Denial Notes: (0/2000) Request Submitted Date

[Dropdown] [Text Area] [Date]

Pending No

Save Approve Deny Cancel

11. Working from left to right, add the information for the POC Add-On segment.

- Select the **Service Type** for the Add-On from the dropdown.
NOTE: the Service Type dropdown will auto-filter to show the services in that specific POC that Add-Ons can be entered for.

The screenshot shows the 'Add Ons' form with the following fields: Service Type, Provider Cat, Type, Unit Type, Frequency, Amount, and Effective Date. The Service Type dropdown is open, showing two options: 'OR542/R1 Day Support Activity 1:1' and 'OR543/RC Small Group Employment 1:1'. A red box highlights the dropdown menu, and a red arrow points to the second option. Below the dropdown, the 'Reason for Approval' and 'Approval/Denial Notes: (0/2000)' fields are visible.

- Select the **Provider Category** for the Add-On from the dropdown.
NOTE: this dropdown, as well as the **Unit Type** and **Frequency** may auto-populate based on the Service Type selected.

The screenshot shows the 'Add Ons' form with the following fields: Service Type, Provider Cat, Type, Unit Type, Frequency, Amount, and Effective Date. The Service Type dropdown is set to 'OR543/RC Small Group Employment 1:1'. The Provider Cat dropdown is open, showing 'Agency' selected. The Unit Type dropdown is set to 'Hours' and the Frequency dropdown is set to 'Week'. Red boxes and arrows highlight the Provider Cat, Unit Type, and Frequency fields. Below the dropdowns, the 'Notes: (0/1000)' field is visible.

- Select the **Type** of Add-On from the dropdown. For Employment/DSA services, you may have 2 choices:
 - Rate
 - Staff Ratio

The screenshot shows the 'Add Ons' form with the following fields: Service Type, Provider Cat, Type, Unit Type, Frequency, Amount, and Effective Date. The Service Type dropdown is set to 'OR543/RC Small Group Employment 1:1'. The Provider Cat dropdown is set to 'Agency'. The Type dropdown is open, showing two options: 'Rate' and 'Staff Ratio'. A red box highlights the dropdown menu, and a red arrow points to the 'Staff Ratio' option. Below the dropdowns, the 'Notes: (0/1000)' field is visible.

- Now in the **Amount** field, enter the amount value for the **TYPE** of Add-On selected.
 - For **RATE** Add-Ons, **this is a dollar value** of the additional amount to be paid per unit to the provider on top of the Service Group **FIXED** rate for the service.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$ 8.75	

Notes: (0/1000)

This is a **Rate** Add-On, so the **Amount** is a dollar amount.

- For **Staff Ratio** Add-Ons, this is **the number of UNITS** (typically hours) per the frequency the enhanced staffing ratio is allowed. It will most likely be the same number of units listed on the corresponding SPA that the Add-On is intended to support.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective
OR543/RC Small Group Employment 1:1	Agency	Staff Ratio	Hours	Week	15	

Notes: (0/1000)

This is a **Staff Ratio** Add-On, so the **Amount** is the number of **Units** (hours) per **Frequency**

- Add the service dates that this Add-On covers in the **Effective Date & End Date** fields.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023	Pending

Notes: (0/1000)

- Add any information that you'd like in the **Notes** field. This is a free text field that will allow up to 1,000 characters (including spaces & punctuation).

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023

Notes: (55/1000)
Add any notes or information you'd like in this field.

Reason for Approval:
 Approval/Denial Notes: (0/2000)

- Select the appropriate reason for the Add-On from the **Reason for Approval** dropdown.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023

Notes: (55/1000)
Add any notes or information you'd like in this field.

Reason for Approval:
 Approval/Denial Notes: (0/2000)

ADL/IADL-Intensive Staffing
Administrative Error
Behavioral Needs
Hands-on Assistance
Medical-Complex/Intensive Support
On-Going Supervision
Other

Save Approve Deny Cancel

- Add any additional information that you'd like in the **Approval/Denial Notes** section. This is a free text field that will allow up to 2,000 characters (including spaces & punctuation).

With all the information for the Add-On entered, click **Approve** to save and approve the Add-On entry.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023	Pending

Notes: (55/1000)
Add any notes or information you'd like in this field.

Reason for Approval: On-Going Supervision
 Approval/Denial Notes: (36/2000)
Add any more notes here, as needed.

Save Approve Deny Cancel

12. You'll now see the Add-On entry that you just entered/saved with a status of **Approved**.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Correc
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	tru

13. If you have an attachment that you would like to upload to the Add-On entry segment, click on **View**.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Correc
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	tru

14. You will now see the **Attachments** section for the Add-On entry. Click on **Browse** to search for the electronic file you want to attach.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week

Notes

Add any notes or information you'd like in this field.

Reason for Approval **Approval/Denial Notes**

On-Going Supervision Add any more notes here, as needed.

Attachments

Attach File: No file selected. File size must not exceed 4 MB

15. With the selected file pulled back to the page, click on **Upload** to add the attachment.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022

Notes
Add any notes or information you'd like in this field.

Reason for Approval
On-Going Supervision

Approval/Denial Notes
Add any more notes here, as needed.

Attachments
Attach File: Browse... **SAMPLE ATTACHMENT PDF doc.pdf** File size must not exceed 4 MB

16. With your attachment now uploaded, click on **Done** to close the Add-On entry.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022

Notes
Add any notes or information you'd like in this field.

Reason for Approval
On-Going Supervision

Approval/Denial Notes
Add any more notes here, as needed.

Attachments
Attach File: Browse... No file selected. File size must not exceed 4 MB
SAMPLE ATTACHMENT PDF doc.pdf Created: 08/15/2022 04:29:26 PM PDT

17. If you have more Add-On segments to enter for this POC, click **Add** to start the process to enter more Add-Ons, following steps 11 – 16 above.

Add Ons

Service Type	Provider Cat	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	Job Status	
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	true	

18. With all the Add-On segment(s) added, scroll back to the top of the POC and click **Done** to close the POC.

Plan of Care

Plan Id: [blurred] **Plan Dates:** 2/1/2022 - 1/31/2023

Client Name: [blurred] **Client Prime:** [blurred]

Plan Status: Accepted

Plan Dates: 2/1/2022 - 1/31/2023

Monthly Assessed Attendant Care/Skills Training Hours

19. You'll now see the completed Add-On segment under the **Plan Overview** tab on the individual's POC.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [REDACTED] Client Prime: [REDACTED]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Monthly Assessment: Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

Add Ons

Service Type	Provider Cat	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	Job Status
OR543/RC Small Group Employment 1.1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	true

Plan of Care Notes