

How to use the View Add Ons Report

(Updated 06/09/2022)

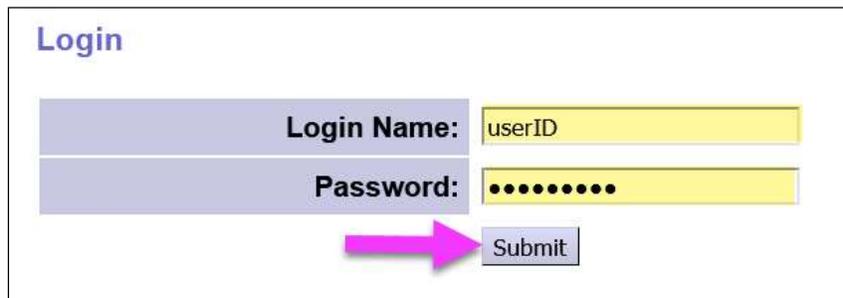
The **View Add On Report** allows a Case Management Entity (CME) to search for individuals who have an Add On in their Plan of Care (POC). Add Ons increase the rate or staffing ratio for a service, or the number of available attendant care hours for an individual. Only service rate and staffing ratio Add Ons can currently be entered in eXPRS. When Add Ons for attendant care hours are implemented, the **View Add On Report** will be updated to return results for those as well.

CMEs can use this report to:

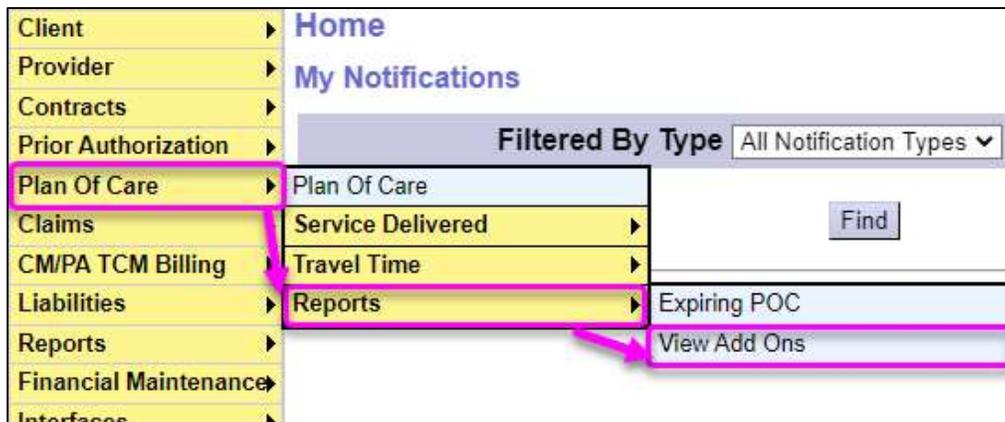
- 1) Identify which individuals have Add Ons, and for which services.
- 2) Identify Add Ons that are nearing expiration to take any needed action.
- 3) For any other Case Management activities for which Add on information as needed.

To run the View Add Ons Report:

1. Log in to eXPRS.



2. From the left-hand, navigational menu, select **Reports > View Add Ons**



Client	▶	Home
Provider	▶	My Notifications
Contracts	▶	
Prior Authorization	▶	Filtered By Type All Notification Types ▼
Plan Of Care	▶	Plan Of Care
Claims	▶	Service Delivered ▶
CM/PA TCM Billing	▶	Travel Time ▶
Liabilities	▶	Reports ▶
Reports	▶	Expiring POC
Financial Maintenance	▶	View Add Ons
Interfaces	▶	

- On the **View Add Ons** page, enter the desired criteria to find Add Ons and select **Find**.
 - Effective Date & End Date** are required fields, and default to the current calendar month.
 - Selecting **Yes** on the **Expiring Add Ons Only** radio button causes only Add Ons that are set to expire by the **End Date** to appear in the results.
 - All search criteria options are defined in Appendix A.*

View Add Ons

Selecting 'Yes' for Expiring Add Ons Only will limit results to only Add Ons that expire during selected date ranges.

Note: If criteria entered results in more than 20,000 rows, date returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

Plan ID:	<input type="text"/>
Client Prime:	<input type="text"/>
* Effective Date:	<input type="text" value="6/1/2022"/>
* End Date:	<input type="text" value="8/31/2022"/>
Expiring Add Ons Only:	<input type="radio"/> Yes <input checked="" type="radio"/> No
DHS Contract Num:	<input type="text"/>
Service Type:	Select...
Provider Cat:	Select...
Add On Type:	Select...
Claim Batch Job Status:	Select...
Add On Status:	Select...

- A list of results will appear below the search fields. The results list can be exported by selecting an option from the top-right of the list.
 - Each result row shows the **Add On Type, Unit Type & Frequency**. It also shows the **Effective Date & End Date** of the add on.
 - The **Job** and **Job Status** fields are for use by technical staff and will not apply to your work.
 - All data points are defined in Appendix B.*

[First/Prev] 1, 2 [Next/Last]													Export options:			
Plan ID	Client Prime	Client Name	Service Type	Modifier	Service Setting	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	Job	Job Status
1 456			Children's Residential	NA	Agency	Rate	Days	Day	500.00	6/1/2022	5/31/2024	Approved	N/A	true		
2 509			OR543/ZC Small Group Employment 2:1 2 Staff	ZC	Agency	Rate	Hours	Week	15.16	5/1/2022	12/31/2022	Approved	N/A	true		
3 509			OR543/ZC Small Group Employment 2:1 2 Staff	ZC	Agency	Staff Ratio	Hours	Week	25.00	7/1/2022	12/31/2022	Approved	No	true		

In the screenshot above:

- **Row #1**: Rate Add On of \$500.00 per day from 6/1/2022 to 5/31/2024 for a Children's Residential Service.
- **Row #2**: Rate Add On of \$15.16 per hour from 5/1/2022 to 12/31/2022 for Small Group Employment 2:1 2 Staff Service.
- **Row #3**: Staff Ratio Add On of 25.00 Hours per week from 5/1/2022 to 5/31/2022 for the Small Group Employment 2:1 Service.

APPENDIX A: View Add Ons Page Search Criteria

View Add Ons

Selecting 'Yes' for Expiring Add Ons Only will limit results to only Add Ons that expire during selected date ranges.

Note: If criteria entered results in more than 20,000 rows, date returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

A	Plan ID:	<input type="text"/>
B	Client Prime:	<input type="text"/> 
C	* Effective Date :	<input type="text" value="5/1/2022"/> 
D	* End Date:	<input type="text" value="5/31/2022"/> 
E	Expiring Add Ons Only:	<input type="radio"/> Yes <input checked="" type="radio"/> No
F	DHS Contract Num:	<input type="text"/> 
G	Service Type:	<input type="text" value="Select..."/> 
H	Provider Cat:	<input type="text" value="Select..."/> 
I	Add On Type:	<input type="text" value="Select..."/> 
J	Claim Batch Job Status:	<input type="text" value="Select..."/> 
K	Add On Status:	<input type="text" value="Select..."/> 

- A. Plan ID** = The eXPRS ID for an individual’s Plan of Care
- B. Client Prime** = The ODHS prime number assigned to a specific individual
- C. Effective Date** = The first date the Add On is effective
- D. End Date** = The last date the Add On is effective
- E. Expiring Add Ons Only (Yes/No Radio Button):**
 - Selecting **Yes** causes only Add Ons that are set to expire by the **End Date** to appear in the results.
 - Selecting **No** causes all Add Ons that were active within the entered date range to appear in the results
- F. DHS Contract Num** = The contract number for the CME that authorized the POC services for the individual.
- G. Service Type** = A dropdown list of Service Types that an Add On can apply to. This allows users to limit results based on the selection.
- H. Provider Cat** = A dropdown list of Provider Categories that allows users to limit results based on the selection. This shows as **Service Setting** in the results list
- I. Add On Type** = A dropdown list of Add On Types that allows users to limit results based on the selection.

- J. Claim Batch Job Status *(Useful for Technical Staff Only)*** = A dropdown list of Claim Batch Job Status that allows users to limit results based on the selection.
- K. Add On Status** = A dropdown list of the various statuses an Add On may be in. This allows users to limit the results based on the selection.

APPENDIX B: View Add On Results Column Definitions

1	2	3	4	5	6	7	8	9
Plan ID	Client Prime	Client Name	Service Type	Modifier	Service Setting	Type	Unit Type	Frequency
45602295	AP900S1M	WILLIAM HEINZMAN	Children's Residential	NA	Agency	Rate	Days	Day

- Plan ID** = The eXPRS ID for an individual's Plan of Care
- Client Prime** = The ODHS prime number assigned to a specific individual receiving services.
- Client Name** = The first and last name of the individual for whom the service was authorized and delivered.
- Service Type** = The Service Type that the Add On applies to.
- Modifier** = The Service Type Modifier Code that the Add On applies to.
- Service Setting** = The Service Setting of the Provider that is serving the individual who has an Add On. This shows as **Provider Cat** in the Search Criteria.
- Type** = The Add On type (e.g., Rate, Staff Ratio).
- Unit Type** = The Unit Type that the Add On is billed in (e.g., **10.00 Hours** per week).
- Frequency** = The frequency that the Add On is measured against (e.g., 10.00 hours **per week**).

10	11	12	13	14	15	16	17
Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	Job	Job Status
500.00	6/1/2022	5/31/2024	Approved	N/A	true		

- Amount** = The increased rate or hours for services delivered that have an Add On during the listed Effective Date & End Date.
- Effective Date** = The effective date of the details associated with the row's Add On.
- End Date** = The end date of the details associated with the row's Add On.
- Status** = The current status of the Add On
- NOPA Resolved** = Specifically for an Attendant Care Hours Add On, which has not yet been implemented in the system. This column indicates whether a

NOPA is applicable to the Add On, and if so, whether or not it has been resolved.

15. **Corrected** = A column indicating whether the Add On was applied retroactively.
 - **True** – The Add On was applied to the service retroactively
 - **False** – The Add On was not applied to the service retroactively
16. **Job (Technical use only)** = The ID number of the Batch Job which is used by technical staff
17. **Job Status (Technical use only)** = The status of the Batch Job which is used by technical staff.