

## How to Add a Host Home site to the POC Provider Panel for CDDPs (4/2/2021)

Children's Host Homes is now a service that can be authorized in eXPRS Plan of Care (POC). In order to successfully authorize Host Home services, the Host Home site record must first be added to the CDDP's POC Provider Panel.

The POC Provider Panel is a list of the providers (agencies, PSWs, Foster Care providers, consultants, etc) who are to be authorized to provide services to I/DD individuals via an eXPRS POC. The provider panel establishes the relationship between the provider and the CDDP for POC authorized services. The panel populates the provider drop-down menus for the CDDP when they authorize services in an eXPRS POC.


To manage a CDDP's Provider Panel (add/remove or update listings), users must have one of the following eXPRS user roles:

- **Local Auth Provider Panel Manager**

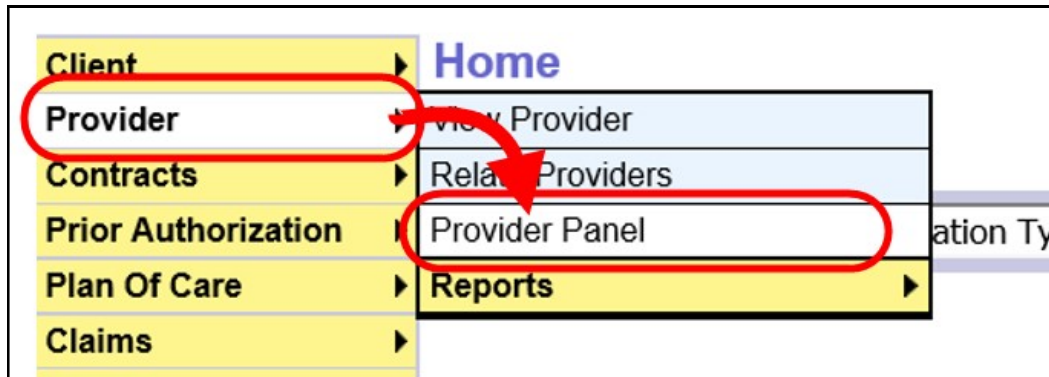
### To add a Host Home site to the POC Provider Panel:

1. Login to eXPRS. If users have more than one organization login option, use the Local Authority.

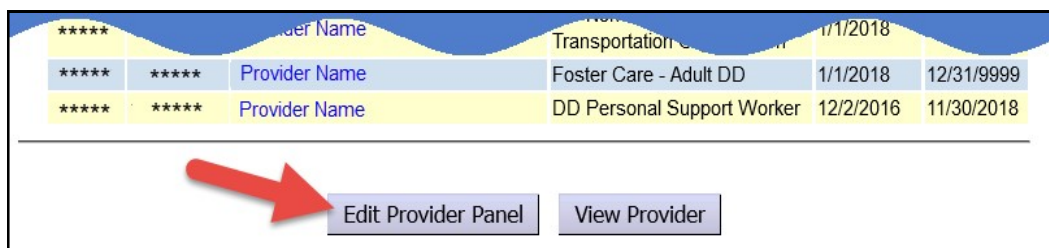
**Login**  
Password accepted. Choose your organization and/or program area for this session.  
**You are in the Production environment**

<b>Login Name:</b>	<input type="text" value="userID"/>
<b>Password:</b>	<input type="password" value="....."/>
<b>Organization/Program Area:</b>	<input type="text" value="County (Local Authority)"/> 
<a href="#">Forgot your password?</a>	<input type="button" value="Submit"/>

2. From the left-hand yellow navigational menu, click on **PROVIDER** → **PROVIDER PANEL** to view your CDDP's POC provider panel.



3. Now in the **Provider Panel Members** page, scroll to the bottom and click on the **Edit Provider Panel** button.



4. The **New Provider Panel Member** section will open. Use this section to search for and add a provider record to your POC panel.

**New Provider Panel Member (Enter Provider ID or Search)**

SPD Provider ID:

Provider Name:

Dates:  —

Save Panel Members View Provider Panel

5. Click on the binocs to search for Host Home sites. This will take you to the **Find Provider** page, where you can search for the specific Host Home site you wish to add.

**New Provider Panel Member (Enter Provider ID or Search)**

SPD Provider ID:

Provider Name:

Dates:  —

Save Panel Members View Provider Panel

6. In the **Find Provider** page, enter the number **89-707** in the **Provider Type & Specialty** field. When the dropdown list filters to that option, click on that option to highlight/select it. Then click **Find** to search.

**Find Provider**

At least one search criteria must be entered. Prefix Last Name with \* to search for partials.

Record Type: All except contacts  
☒ eXPRS Only ☐ Include Inactive

SPD Provider ID:

Social Security Number:

Unique Provider Id:

Provider Type & Specialty:   
 Select...  
**DD Living Facilities**  
 89-707 Residential Care facility - Host Homes

Verification Status: Select...

Email Address:

Phone:

Max Displayed: 25

**Find** **Reset**

7. From the results list (if any returned), click on the **blue Display Name** for the Host Home site you wish to add to your panel.

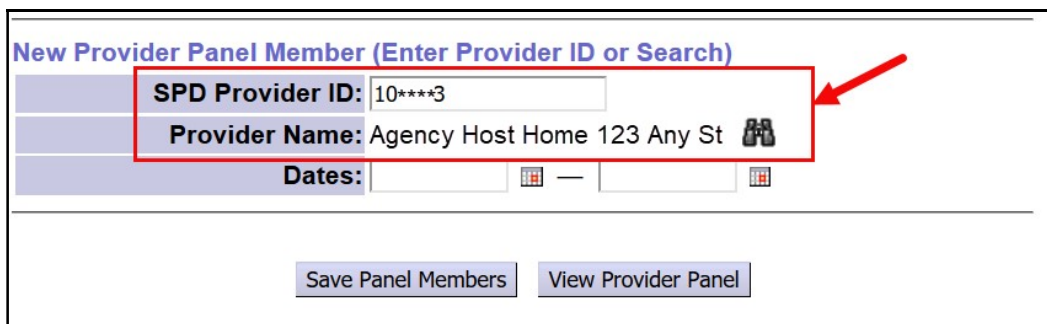
**Find** **Reset**

Type	eXPRS Prov ID	SPD Prov ID	TIN/SSN	Display Name	Prov Type & Specialty	Verification	Beds	Program Start	Program End	Program Status
Service Location	34*****16	10***3	**-*****	Agency Host Home 123 Any St	DD Living Facilities - Residential Care facility - Host Homes	OMAP Number Issued	1	2/25/2021	12/31/9999	A

**→ WARNING – SELECT RECORDS CAREFULLY!!**


Agency providers may have multiple Host Home site records. Review the results carefully to sure you are selecting the correct Host Home site record needed.

10. Once a record is selected, you will then be returned to the **New Provider Panel Member** section with that record information pre-populated.



**New Provider Panel Member (Enter Provider ID or Search)**

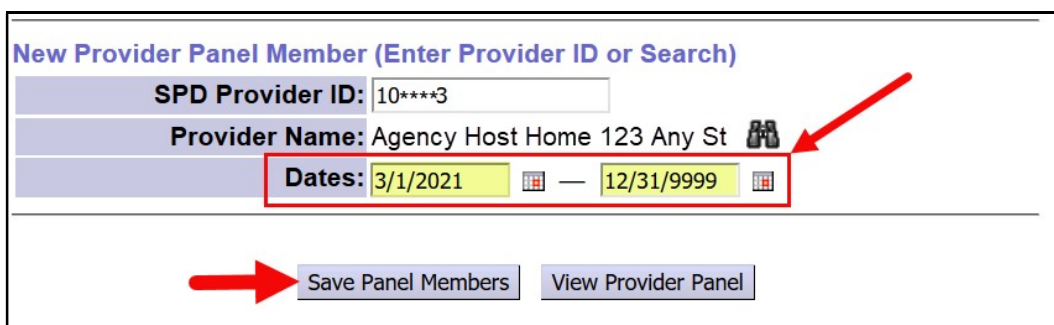
**SPD Provider ID:** 10\*\*\*\*3

**Provider Name:** Agency Host Home 123 Any St 

**Dates:**  —


[Save Panel Members](#) [View Provider Panel](#)



11. In the **Dates** fields, enter the date range the provider record is to be active on your POC panel, then click **Save Panel Members** to save this record to your panel. For an ongoing, infinity date range, use **12/31/9999** as the end date.




**New Provider Panel Member (Enter Provider ID or Search)**

**SPD Provider ID:** 10\*\*\*\*3

**Provider Name:** Agency Host Home 123 Any St 

**Dates:** 3/1/2021  — 12/31/9999 

 [Save Panel Members](#) [View Provider Panel](#)

12. Repeat steps #5 – 11, to add additional Host Home sites needed to your panel, as needed.

Provider Type/Specialty Number	Official Provider Type/Specialty Name	Common Name
89-707	DD Living Facilities – Residential Care Facility – Host Homes	Host Homes