

How to Authorize DD Foster Care services in eXPRS Plan of Care (POC)

(updated 2/12/2018)

Effective for service dates Jan 1, 2018 and after, Foster Care (FC) services funded by ODDS for individuals with I/DD will now be authorized in eXPRS Plan of Care (POC). This includes FC services for both adults and children.

Foster Care services for **Adults** (18+ years old) will be authorized under:

- **SE158** + procedure code **OR AFC/NA**

Foster Care services for **Children** (0 – 17 years old) will be authorized under:

- **SE258** + procedure code **OR CFC/NA**

The rate authorized for FC services in POC will be the **individual's FC service rate ONLY**. Additional funds for 2:1 services, behavior consultation/professional behavior supports, transportation to/from work, etc. will no longer be bundled into the FC rate. Those services must be authorized separately to the appropriate rendering provider in POC under SE257-Ancillary Services for Residential Care for service dates Jan 1, 2018 and after.

Please see the assistance guide [How to Authorize Ancillary Services in POC for Individuals in Residential Placements](#) for instructions on how to authorize Ancillary services in SE257.

Additional ODDS Policy information regarding the transition of Foster Care services to eXPRS can be found in the below transmittals:

- **Entering Foster Care into eXPRS Plan of Care** ([APD-PT-17-047](#))
- **eXPRS changes: Foster Care and Ancillary Services Service Elements, Attendant Care procedure code consolidation** ([APD-PT-17-048](#))
- **Foster Care Transportation Service Moving into Plan of Care** ([APD-PT-17-049](#))
- **Expenditure Guidelines V.7** ([APD-IM-17-082](#))

To authorize Foster Care services for I/DD individuals in POC:

1. CDDPs **must first** add the applicable provider records for I/DD individuals receiving FC services to their CDDP POC Provider Panel. The date range for panel listing is recommended to be **1/1/2018 – 12/31/9999**.

Provider record type/specialty numbers for DD Foster Care Providers are:

- **70-701** = DD FC for Adults
- **71-703** = DD FC for Children (I/DD certified)
- **71-704** = DD FC for Children (CW certified)

2. Once #1 is completed, CDDPs can begin to authorize FC services in Plan of Care using the instructions that follow in this guide. Users must have the **POC Manager** role to do this FC and Ancillary services authorization work.

To authorize Foster Care services in an existing Plan of Care:

1. Login in to eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs shown below)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:

Password:

Organization/Program Area:

[Forgot your password?](#)

2. Many adults in FC may already have a POC for other services, such as employment. Best practice is to search for the individual's current POC first, and then simply update it to add the FC services.

From the left-hand yellow navigational menu click on **Plan of Care** → **POC** → **Update POC** to find the POC that needs to have FC services added.

Client	▶	Home
Provider	▶	My Notifications
Contracts	▶	
Prior Authorization	▶	Filtered By Type All Notification Types
Plan Of Care	▶	POC ▶ View POC
Claims	▶	Service Delivered ▶ Create POC
CM/PA TCM Billing	▶	Travel Time ▶ Update POC
Liabilities	▶	Reports
Reports	▶	

NO matching notifications were found


3. In the **Find Plan of Care** page, search for the POC that FC services are to be added. At least one search criteria option must be entered. Best practice is to

search by the individual's prime number. With the search criteria entered, click **FIND** to search.

Find Plan of Care

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


Plan ID:

Client Prime: 

Service Element: All

Plan Begin: Overlap Contain Exact

Plan End: Overlap Contain Exact

DHS Contract Num: 

Status:


Max Displayed: All

- From the search results, open the POC for the individual that need FC service authorization added. It will likely be the individual's current POC. Click on the **blue Plan ID** to open the POC.

Find Plan of Care

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


Plan ID:

Client Prime: 

Service Element: All





Plan Begin: Overlap Contain Exact

Plan End: Overlap Contain Exact

DHS Contract Num: 

Status:

Max Displayed: All

Export options:  CSV |  Excel |  PDF |  RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
73****28	xyz0000a	First Last	14****7	02/01/2016	01/31/2017	Accepted
13****71	xyz0000a	First Last	14****7	02/01/2017	01/31/2018	Accepted

- In the **Update Plan of Care** page, at the bottom of the POC click **Add Plan Line** to add the FC services authorization.

Update Plan of Care

Plan Id: 13*****71	Plan Dates: 2/1/2017 - 1/31/2018
Client Name: First Last	Client Prime: xyz000a
Plan Total: \$164,554.25	Plan Status: Accepted

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2017 - 1/31/2018	110.75

View SPAs in POC

Draft Pending Accepted Withdrawn Void

SE	Procedure Code	Modifier	Units	Dates	Status	Total
54	OR543 - Sm Grp Supp Emp	W2 - Community	25.00 Hours per Week	2/1/2017 - 1/31/2018	Accepted	\$30,872.50

Plan Details

*SE	*Procedure Code	*Modifier	*Units	*Dates	Status	Total
54	OR542 - Day Support Activity, non-work	WH - Community Attendant Care	25.00 Hours per Week	2/1/2017 - 1/31/2018	Accepted	\$29,455.00

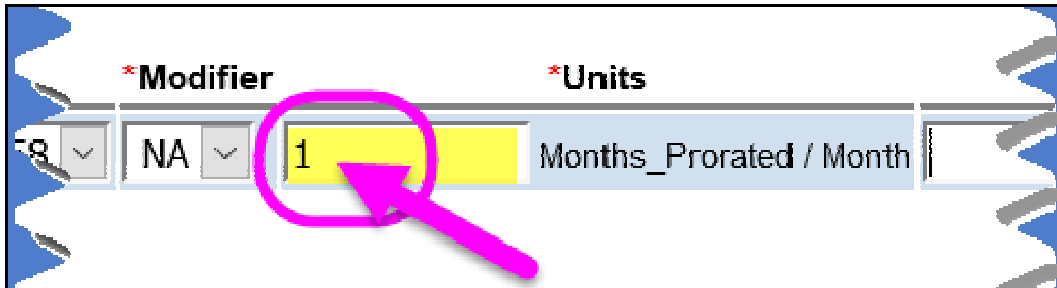
- In the open Plan Line row, work from left to right, adding the service information.
 - In the ***SE** dropdown, select the appropriate service element option for the foster care service.

A screenshot of a dropdown menu for the ***SE** field. The menu is open, showing several options: 49 - In-Home Comprehensive Supports, 54 - Employment & Alternative Serv, 158 - Adult FC services (highlighted in blue), 257 - Ancillary Services, and 258 - Child FC services. A pink arrow points to the selected option.

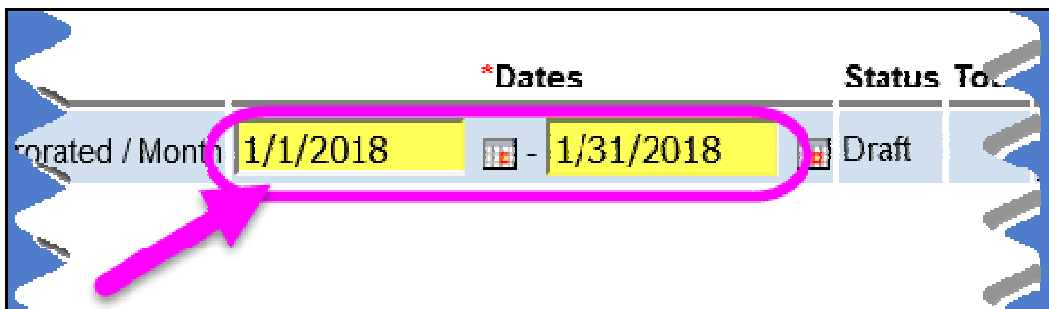
- In the ***Procedure Code** dropdown, select the appropriate proc code option. You may have only one option. The modifier will auto fill.

A screenshot of a dropdown menu for the ***Procedure Code** field. The menu is open, showing a single option: ORA-C - Adult FC services in SE-158. A pink arrow points to the selected option.

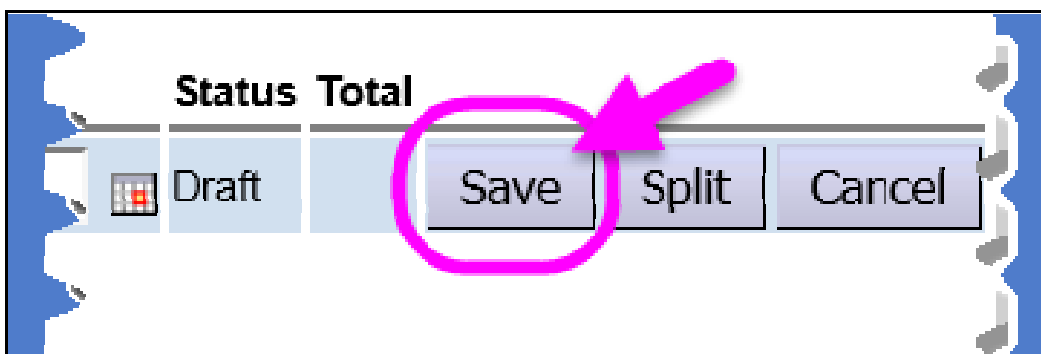
- In the ***Units** section, add **1** for the number of units. Foster Care services will continue to be a monthly, pro-rated service, so the number of units being authorized for Foster Care services is **ALWAYS 1 unit** (per month).



- In the ***Dates** section, enter the date range for the FC service Plan Line authorization. In some situations, the POC may be close to renewing (as in this example), so you may only be authorizing 1 or 2 months in the current POC. Update subsequent POCs for the individual to add FC services, as needed.

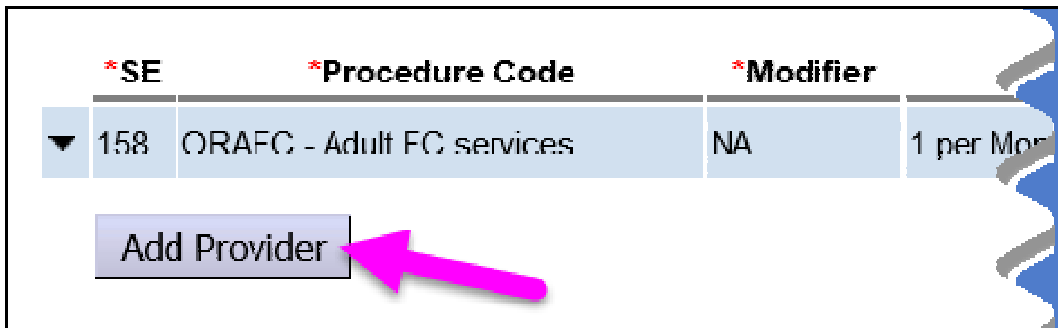


7. With all the Plan Line information completed, click SAVE to save the Plan Line.



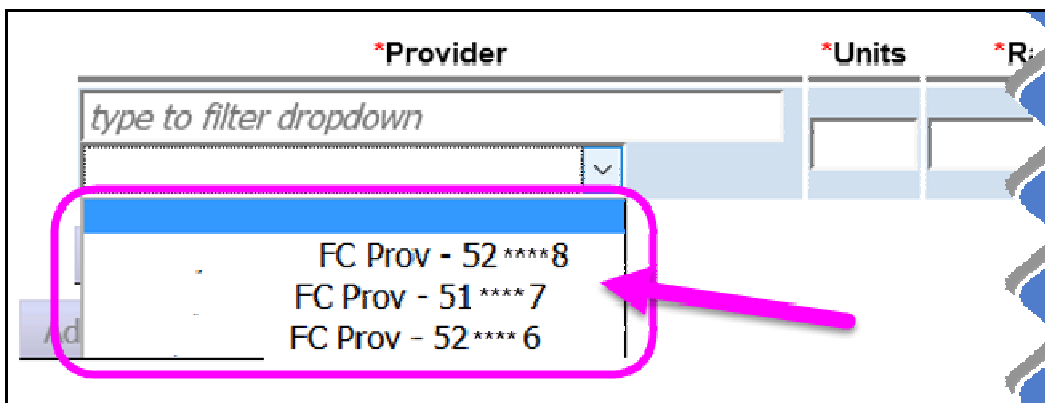
8. Under the Plan Line, click on **Add Provider** to add the FC provider's Service Prior Authorization (SPA).

➔ **REMEMBER:** the Foster Care provider's record **must be added to the CDDP's POC Provider Panel FIRST** for it to appear here and be selected.

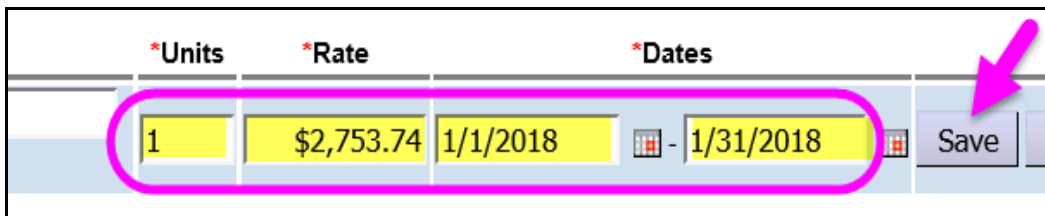


9. In the open SPA row, move left to right, adding the applicable information for the FC provider's authorization.

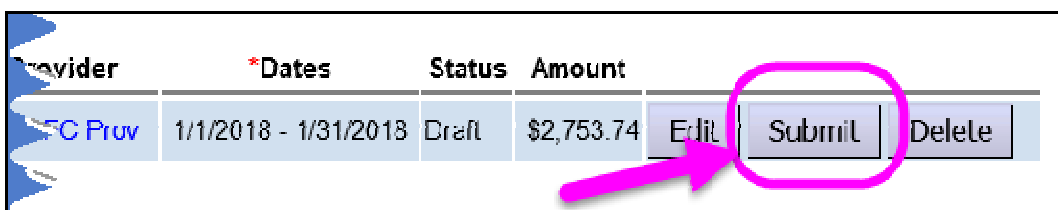
- In the ***Provider** dropdown, select the appropriate FC provider's record.



- Complete the remaining SPA information. Click **SAVE** to save the SPA information.
 - ✓ Units always = 1
 - ✓ Rate = the FC services rate ONLY

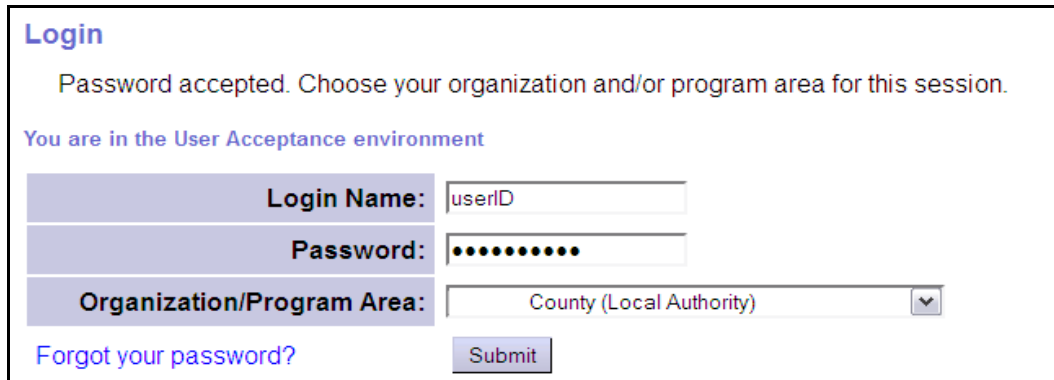


10. With the SPA information saved in draft, click **SUBMIT** to submit the authorization.



To authorize Foster Care services in an NEW Plan of Care:

1. Login in to eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs shown below)



Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name: userID

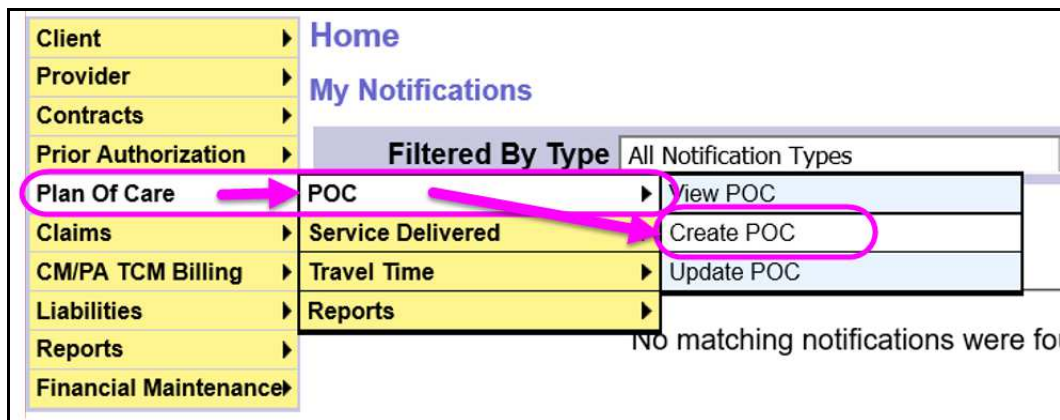
Password: ●●●●●●●●

Organization/Program Area: County (Local Authority) ▼

[Forgot your password?](#)

2. Some adults and most all children in Foster Care likely do not already have a Plan of Care in place. Users can confirm this by doing a POC search first. If no POC results for the individual's prime is returned, then you will want to create a new POC.

From the left hand menu, click on **Plan of Care** → **POC** → **Create POC**.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶

Plan Of Care ▶ POC ▶ View POC

Claims ▶ Service Delivered ▶ Create POC

CM/PA TCM Billing ▶ Travel Time ▶ Update POC

Liabilities ▶ Reports ▶

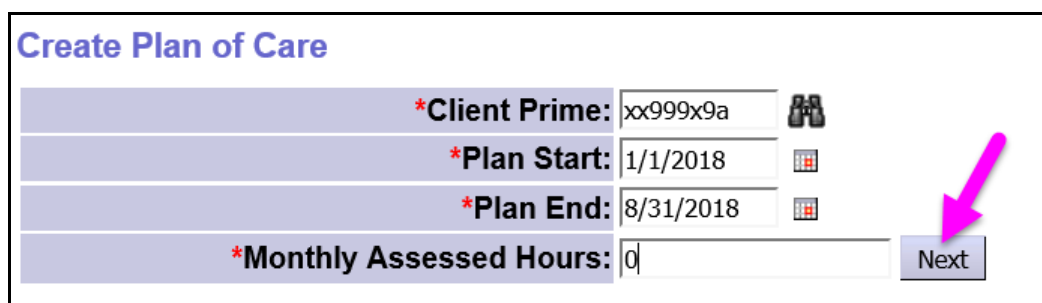
Reports ▶

Financial Maintenance ▶

Filtered By Type All Notification Types

No matching notifications were fo

3. In the **Create Plan of Care** page, enter the information in the appropriate fields.



Create Plan of Care

***Client Prime:** xx999x9a

***Plan Start:** 1/1/2018

***Plan End:** 8/31/2018

***Monthly Assessed Hours:** 0

- ✓ **Start Date** = 1/1/2018, if this is a new POC for Foster Care Services
- ✓ **End Date** = the last date of the individual's current ISP period.
This could mean that you have a short POC, until the individual's ISP renews.
- **Monthly Assessed Hours** = can equal 0; Foster Care service authorizations do not reconcile to the Assessed Monthly Hours total.
- Click **NEXT** to move to the next screen.

4. The system will retrieve the individual's Case Management SE48 CPA(s) that cover the dates for this new POC & return that information. Click **Save and Add Plan Details** to save the overall POC information to **draft** and continue.

Create Plan of Care

*Client Prime:	xx999x9a		
*Plan Start:	1/1/2018		
*Plan End:	8/31/2018		
*Monthly Assessed Hours:	0		<input type="button" value="Next"/>

CDDP(s)

PA Adj #	Provider	Auth Dates	Status
18****10	Case Management Provider	1/1/2018 - 6/30/2019	Accepted

5. In the **draft** POC, scroll down to the **Plan Details** section and click on **Add Plan Line**.

Create Plan of Care

Plan Id: 18****62	Plan Dates: 1/1/2018 - 8/31/2018
Client Name: First Last	Client Prime: xx999x9a
Plan Total: \$0.00	Plan Status: Draft

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

Plan Details

6. Follow steps #6 - #10 from the section above (starting on page 4) to add the **Plan Line** and **SPA** information for the individual's FC services.

7. If the individual in Foster Care services also needs Ancillary Services authorized, please see the assistance guide [How to Authorize Ancillary Services in POC for Individuals in Residential Placements](#) for instructions on how to authorize Ancillary services in SE257.