How to Authorize Children's Host Home services in eXPRS Plan of Care (POC)

(updated 5/19/2022)

DD Children's Host Home services are now available to be authorized in eXPRS Plan of Care (POC).

Host Home services are identified in eXPRS Plan of Care as:

- **SE152** + procedure code **ORCHH/NA**

Host Homes are a Daily service, with daily rates being derived from the individual's Oregon Needs Assessment (ONA) Service Group (SG). CDDP users will not need to manually enter rates for this service.

NEW FUNCTIONALITY: The data elements of a provider SPA has been reordered when creating a SPA to support the implementation of the Service Group (SG) rate table and auto-population of some service rates. You will notice that the ***Rate** field has moved in the sequence of the SPA and will not be an open text box to add the rate. The rate will read **NA** initially because when the SPA is saved eXPRS reads the new SG rate table to determine if the rate will auto-populate or return an open field to add the rate manually, depending on the service.

To authorize Children's Host Home services in POC:

1. Log 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)

2. CDDPs ***must first*** add the applicable Host Home site records to their CDDP POC Provider Panel. The date range for panel listing is recommended to be **1/1/2021 – 12/31/9999**.

   The provider record type/specialty number for Children's Host Home site records is:

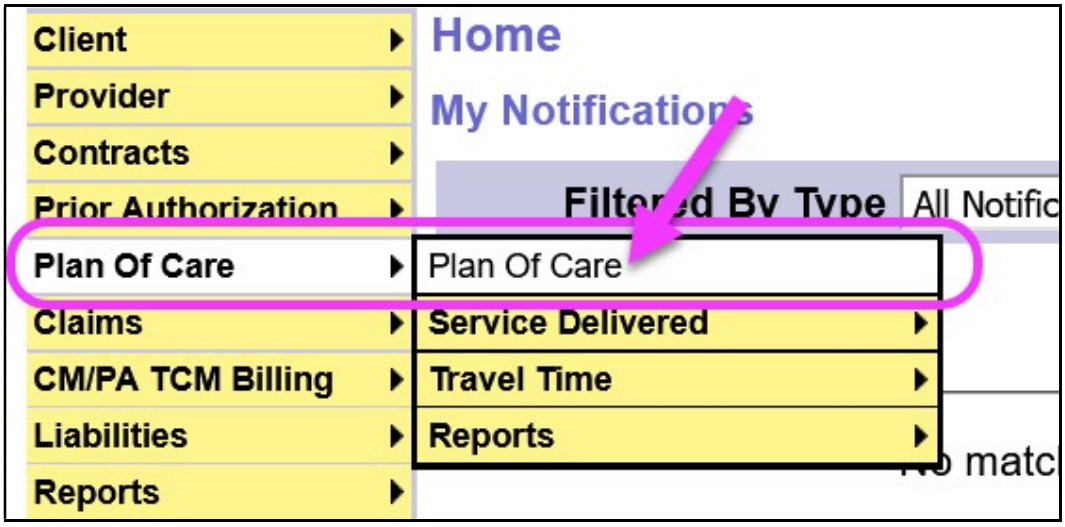
   - **89-707** = Residential Care Facility – Children's Host Home

   Please see the user guide **"*How to Add Host Home to POC Prov Panel (v1; 4.1.21)"*** for instructions on how to find and add a Host Home site record to your POC Provider Panel.

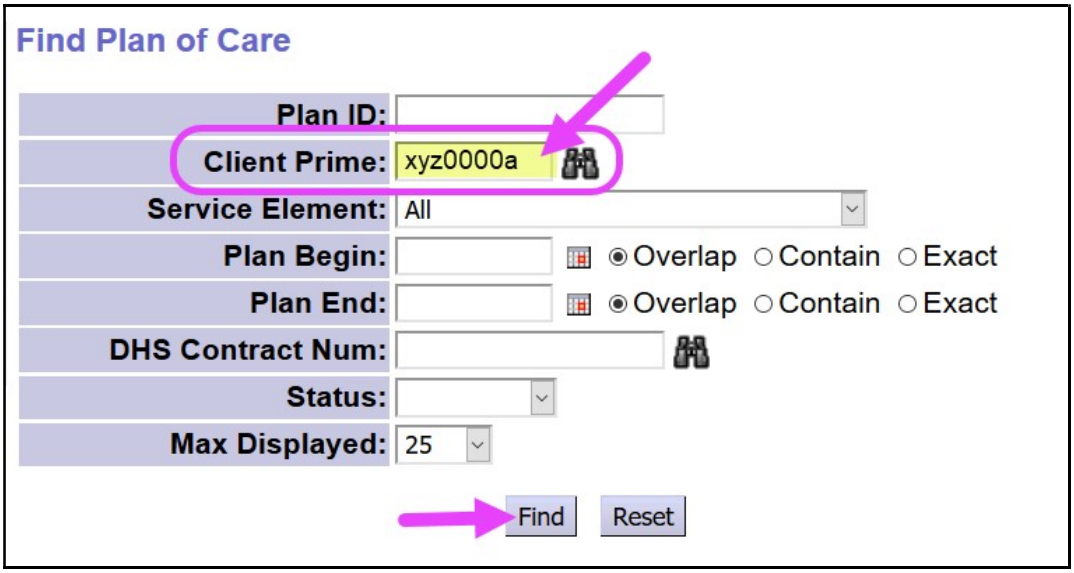
3. Once #2 is completed, CDDPs can authorize Host Home services in Plan of Care using that site record.

4. Many individuals may have a POC for other services, such children's in-home (SE151) already. Best practice is to search for the individual's current POC first, and then simply update the POC to end any conflicting services and add the authorizations for Host Home services.

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

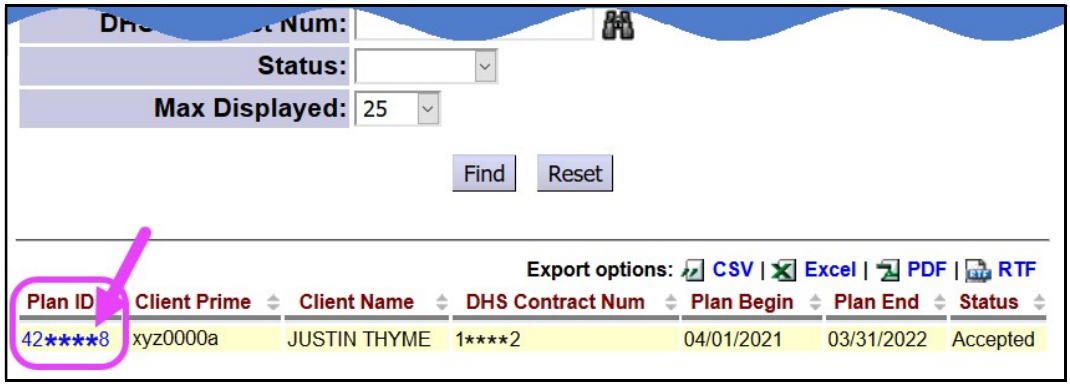


5. In the **Find Plan of Care** page, search for the POC for the individual that Host Home services are to be added. At least one search criteria option must be entered. Best practice is to search by the individual's prime number. With the search criteria entered, click **Find** to search.



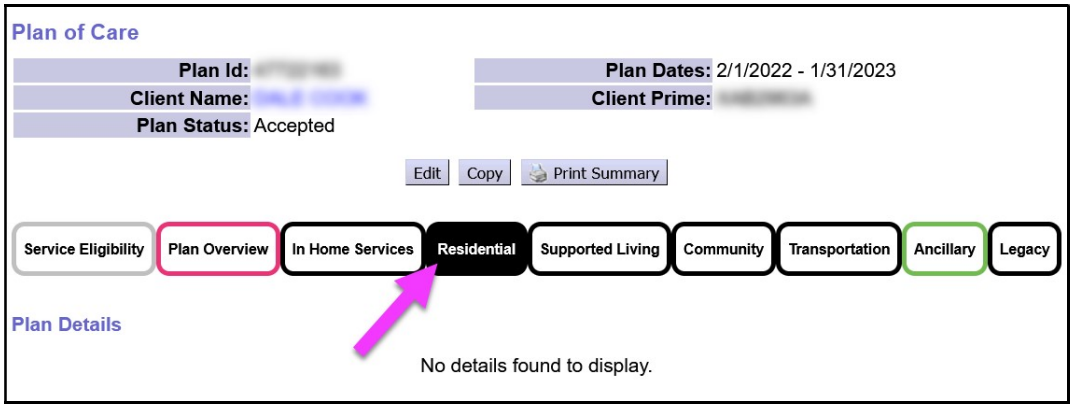
***If no POC is returned**, use the instructions in guide **How to Create a Plan of Care in eXPRS – New POC Format** to create a new POC. Then return to this guide to update and add Host Home authorizations.

6. From the search results, open the POC for the individual that needs a Host Home service authorization added. It will likely be the individual's current POC. Click on the blue **Plan ID** to open the POC.

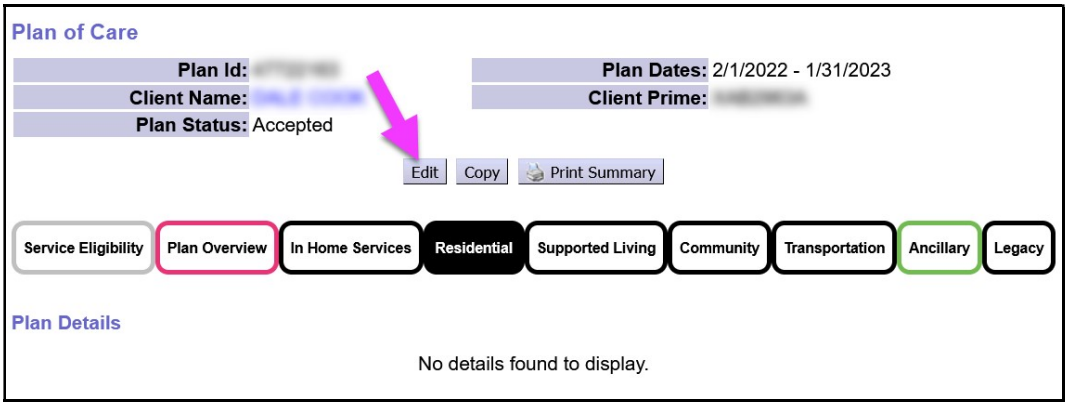


7. With the POC now open in the **Plan of Care** page, first review the services authorized inside the POC (if any) and update existing Plan Lines/SPAs for any conflicting services that have ended, such as services authorized under **SE258**, **SE151** or **SE150**. ***These services must be ended the day of or before the SE152-Host Home service is to begin***. ***You may need to also look under the* Community, Transportation *and/or* Ancillary *services tabs***.

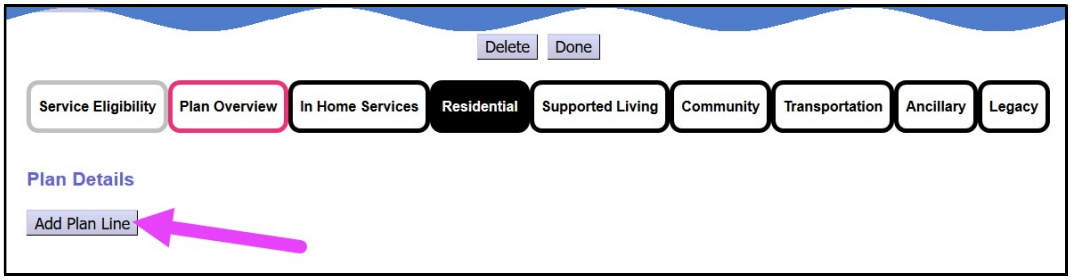
   With any conflicting (ie: excluded) services ended, you can now add the **SE152-Host Home** service. Click on the **RESIDENTIAL** tab.



8. Now in the **RESIDENTIAL** tab click **Edit** to open the POC to add the **SE152-Host Home** service.

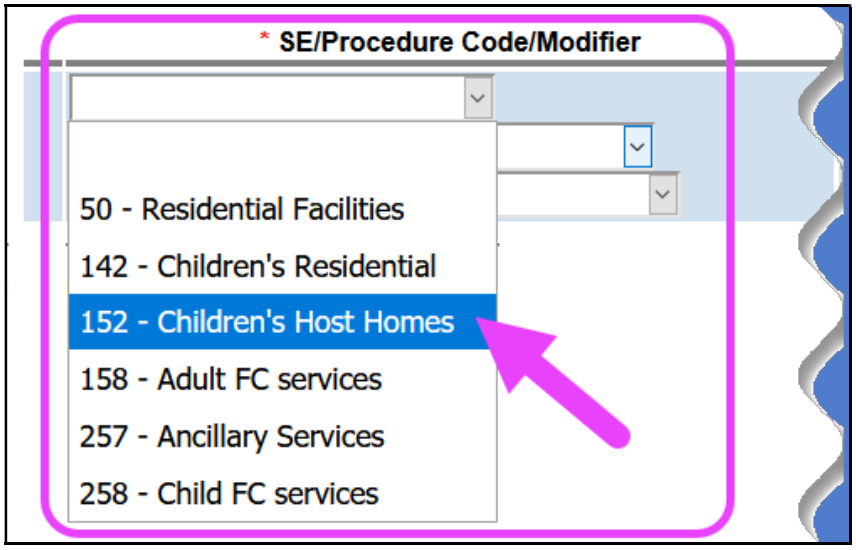


9. With the POC now open for edits, click on **Add Plan Line** to add a blank row for the **SE152-Host Home** services.

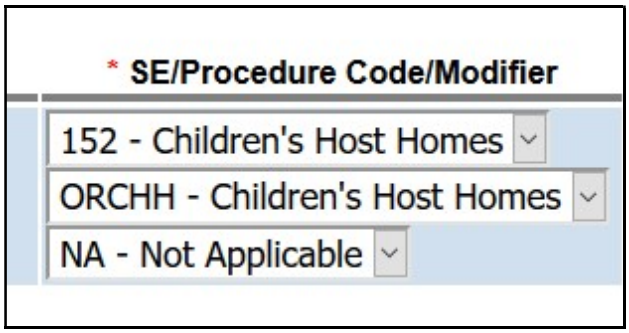


10. In the open Plan Line row, working from left to right, add the service information.

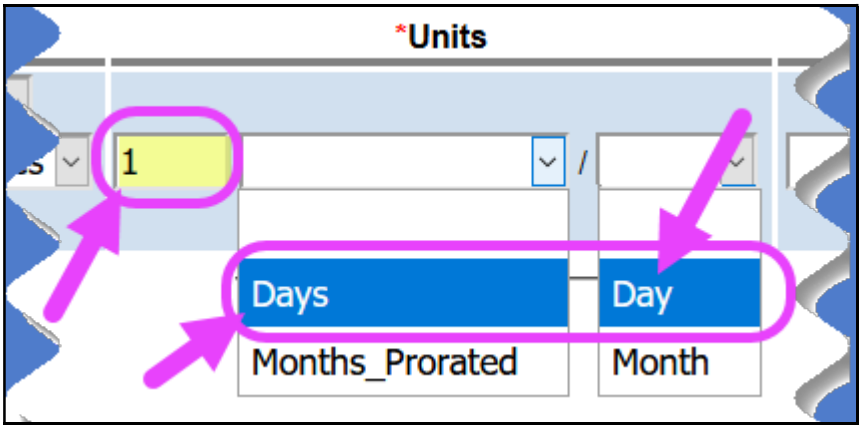
    - In the ***SE/Procedure Code/Modifier** dropdown, select the option **152-Children's Host Homes**.



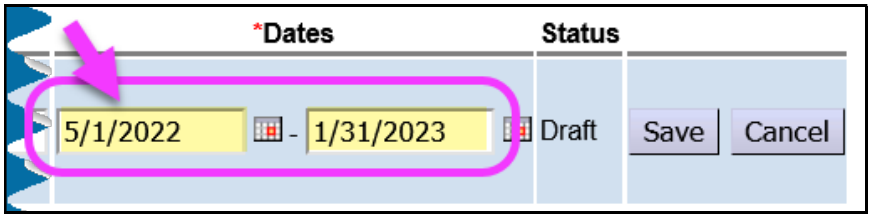
- Once selected, the **Procedure Code** and **Modifier** will auto-populate.



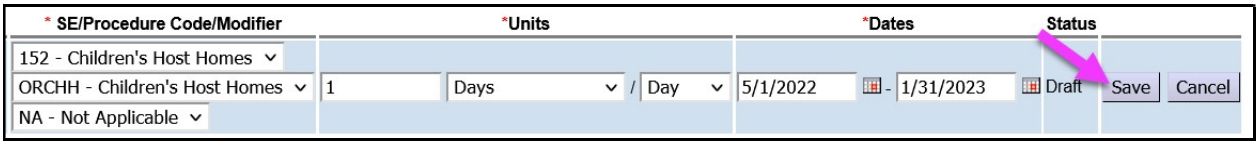
- In the ***Units** section, add **1** for the number of units, and then **Days** and **Day** from the dropdown menus. **152-Children's Host Home** services are now a **DAILY** service, so you are authorizing 1 day per day.



- In the ***Dates** section, enter the date range for the **152-Children's Host Homes** service Plan Line.

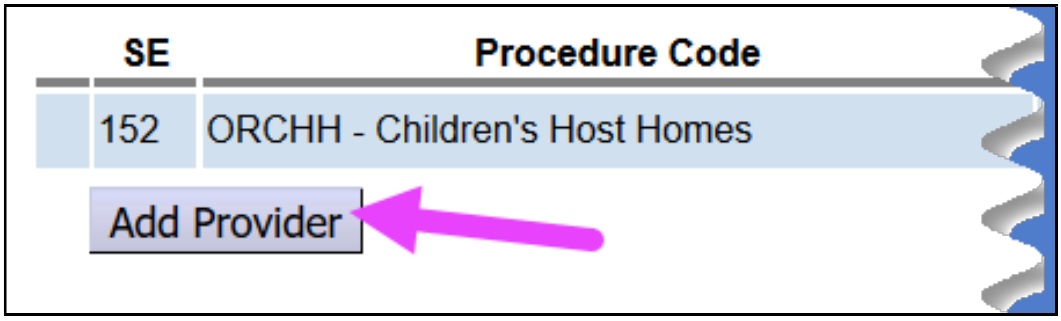


11. With all the Plan Line information completed, click **Save** to save the Plan Line.



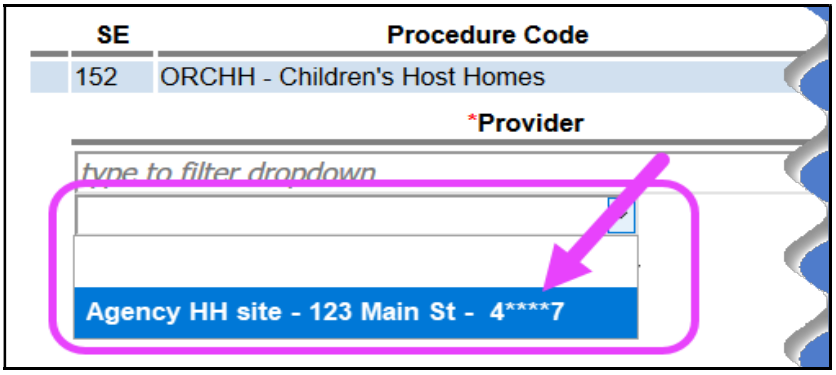
12. Under the Plan Line, click on **Add Provider** to add the Host Home provider's Service Prior Authorization (SPA).

➔ ***REMEMBER***: the Host Home site record ***must be added to your POC Provider Panel FIRST*** for it to appear here and be selected.



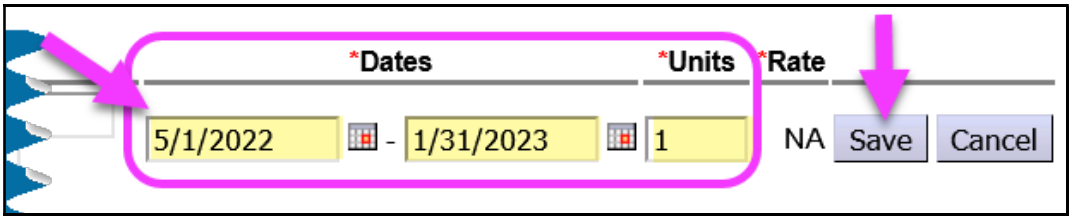
13. In the open SPA row, moving left to right, add the applicable information for the **152-Children's Host Home** service authorization.

- In the ***Provider** dropdown, select the appropriate Host Home site record for the provider.

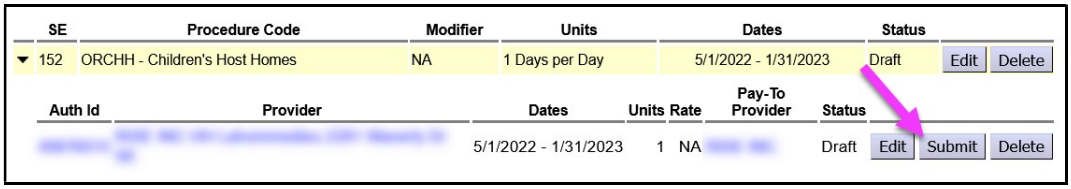
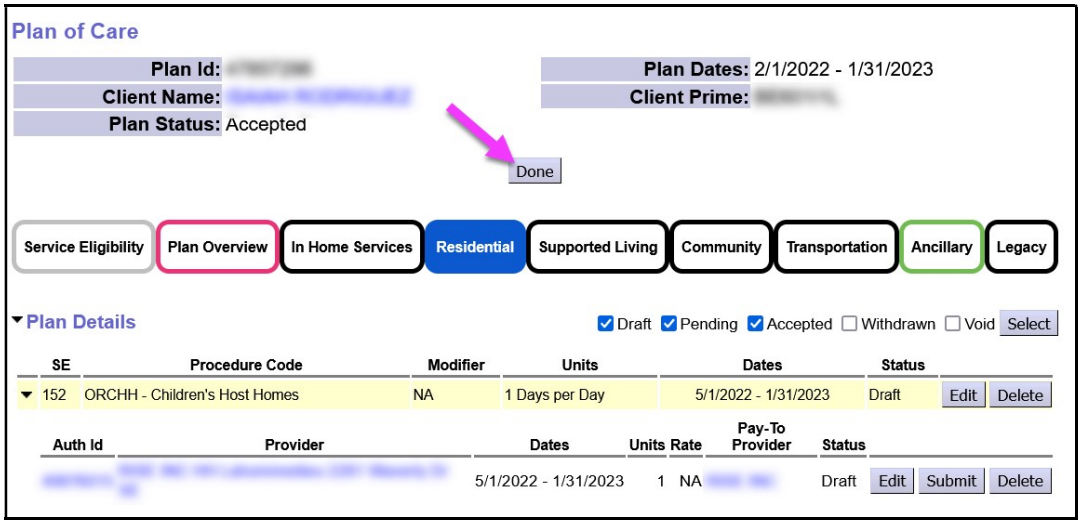


- Complete the remaining SPA information, adding the***Dates** and ***Units**.
  - ✓ Units always = 1

Click **Save** to save the SPA information.



14. With the SPA information saved as ***draft***, click **Submit** to submit the authorization.



15. With the SPA in ***accepted*** status, click **Done** at the top of the POC to close it.