

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)

Login

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

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="County (Local Authority)"/> ▼

[Forgot your password?](#)

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**.

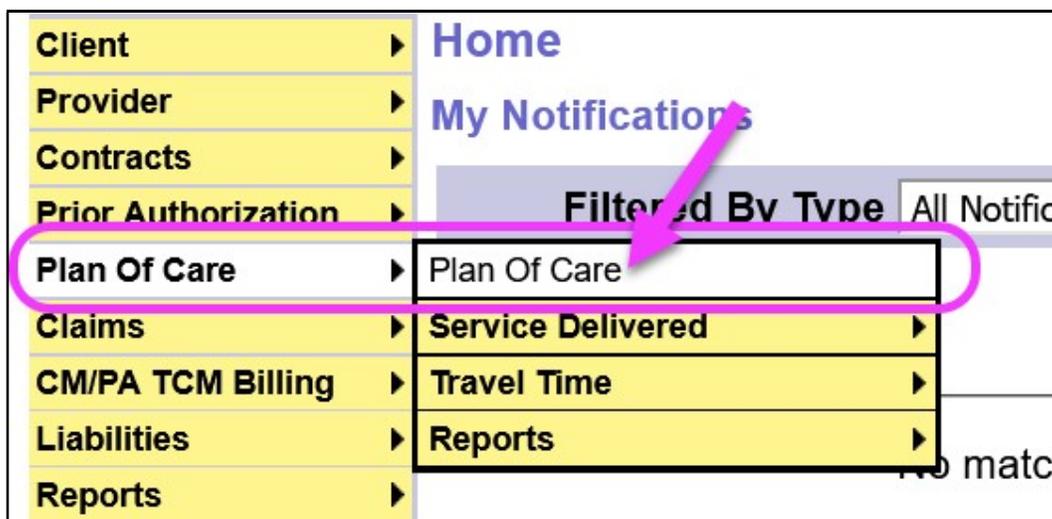
The provider record type/specialty number for Children’s Host Home site records is:

- **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.

Find Plan of Care

Plan ID:

Client Prime: 

Service Element: All

Plan Begin: Overlap Contain Exact

Plan End: Overlap Contain Exact

DHS Contract Num: 

Status:

Max Displayed: 25

****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.

- 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.

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
42****8	xyz0000a	JUSTIN THYME	1****2	04/01/2021	03/31/2022	Accepted

- 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.

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

Plan Details

No details found to display.

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

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

Plan Details

No details found to display.

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

Delete Done

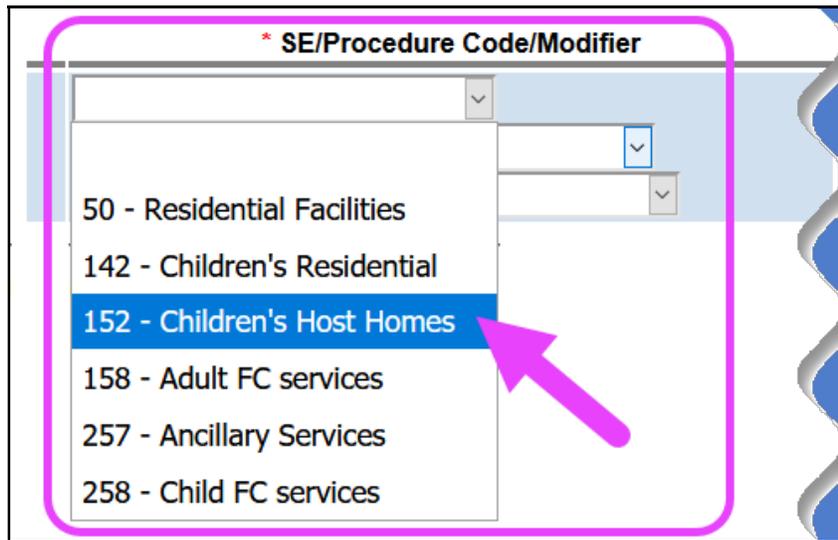
Service Eligibility Plan Overview In Home Services **Residential** Supported Living Community Transportation Ancillary Legacy

Plan Details

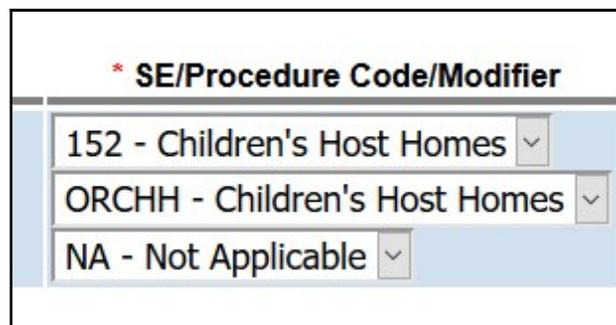
Add Plan Line

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

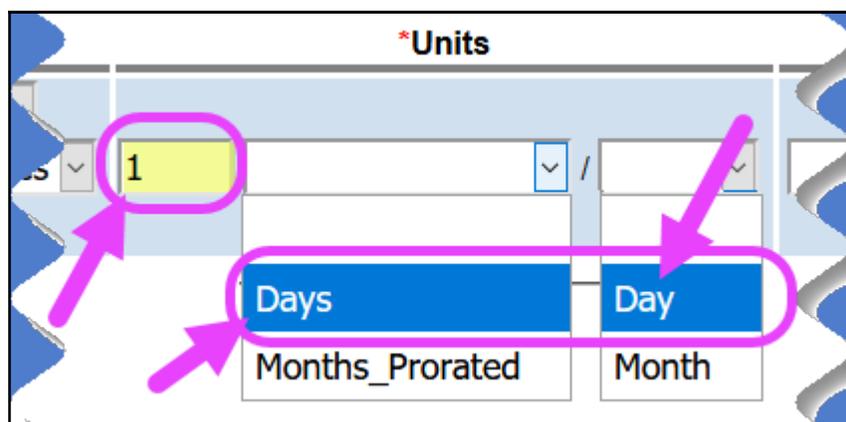
- In the ***SE/Procedure Code/Modifier** dropdown, select the option **152-Children’s Host Homes**.



- 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.

*Dates	Status
5/1/2022 - 1/31/2023	Draft
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

*SE/Procedure Code/Modifier	*Units	*Dates	Status
152 - Children's Host Homes			
ORCHH - Children's Host Homes	1 Days / Day	5/1/2022 - 1/31/2023	Draft
NA - Not Applicable			
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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.

SE	Procedure Code
152	ORCHH - Children's Host Homes
<input type="button" value="Add Provider"/>	

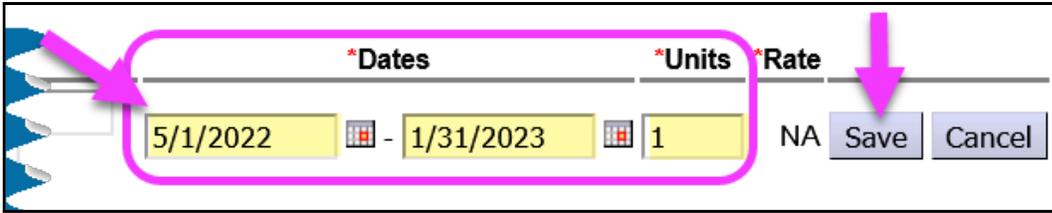
13. In the open SPA row, moving left to right, add the applicable information for the **152-Children's Host Home** service authorization.

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

SE	Procedure Code
152	ORCHH - Children's Host Homes
*Provider type to filter dropdown <input type="text"/>	
<input type="button" value="Agency HH site - 123 Main St - 4****7"/>	

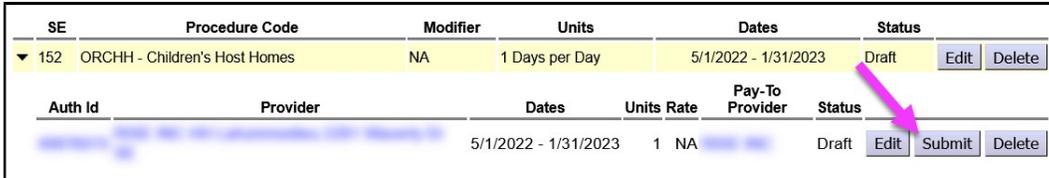
- Complete the remaining SPA information, adding the ***Dates** and ***Units**.
 ✓ Units always = 1

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



A screenshot of a form for entering SPA information. The form has three main columns: *Dates, *Units, and *Rate. The *Dates field contains '5/1/2022' and '1/31/2023' with calendar icons. The *Units field contains '1'. The *Rate field contains 'NA'. To the right of the *Rate field are 'Save' and 'Cancel' buttons. A pink arrow points to the 'Save' button. Another pink arrow points to the left side of the form.

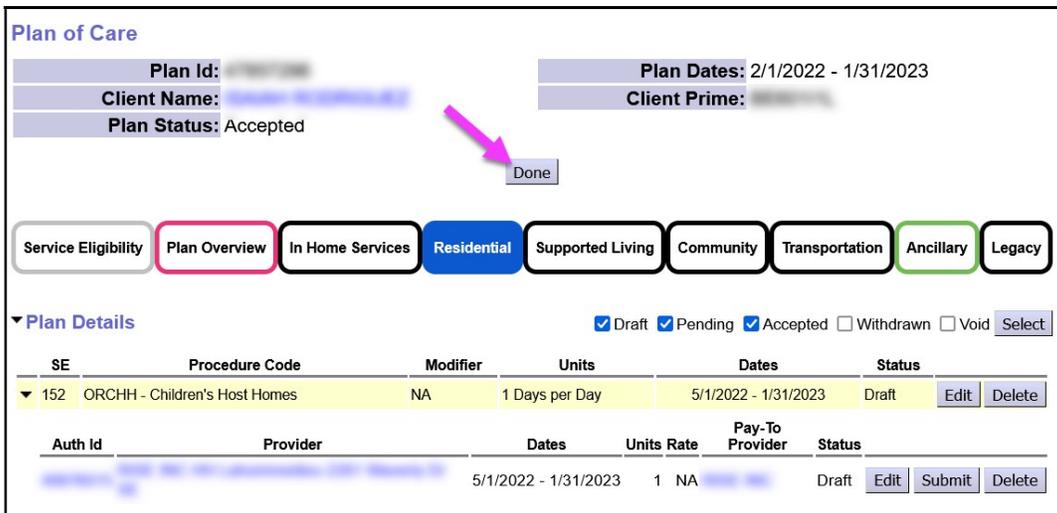
14. With the SPA information saved as **draft**, click **Submit** to submit the authorization.



A screenshot of a table showing SPA information. The table has columns: SE, Procedure Code, Modifier, Units, Dates, Status, Edit, and Delete. The first row shows SE 152, Procedure Code ORCHH - Children's Host Homes, Modifier NA, Units 1 Days per Day, Dates 5/1/2022 - 1/31/2023, and Status Draft. A pink arrow points to the 'Submit' button in the 'Status' column of the first row.

SE	Procedure Code	Modifier	Units	Dates	Status	Edit	Delete
152	ORCHH - Children's Host Homes	NA	1 Days per Day	5/1/2022 - 1/31/2023	Draft	Edit	Delete

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



A screenshot of the 'Plan of Care' screen. At the top, there are fields for Plan Id, Client Name, Plan Status (Accepted), Plan Dates (2/1/2022 - 1/31/2023), and Client Prime. A pink arrow points to a 'Done' button. Below this is a row of tabs: Service Eligibility, Plan Overview, In Home Services, Residential, Supported Living, Community, Transportation, Ancillary, and Legacy. The 'Residential' tab is highlighted in blue. Below the tabs is a 'Plan Details' section with checkboxes for Draft, Pending, Accepted, Withdrawn, and Void, and a 'Select' button. Below this is a table showing SPA information, similar to the one in step 14.

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 Details Draft Pending Accepted Withdrawn Void Select

SE	Procedure Code	Modifier	Units	Dates	Status	Edit	Delete
152	ORCHH - Children's Host Homes	NA	1 Days per Day	5/1/2022 - 1/31/2023	Draft	Edit	Delete