

## How to Create & Submit Daily Claims for Children’s Host Home Services in eXPRS

Agency Providers

*(updated 5/13/2022)*

**UPDATE:** The steps in this guide cover submitting daily claims for service dates prior to 5/1/2022.

For instructions on how to bill for services for dates 5/1/2022 and later, please see the [How to Enter SDs for Daily Residential Services – Single Client](#) and/or the [How to Enter SDs for Daily Residential Services – Multiple Clients](#) guides.

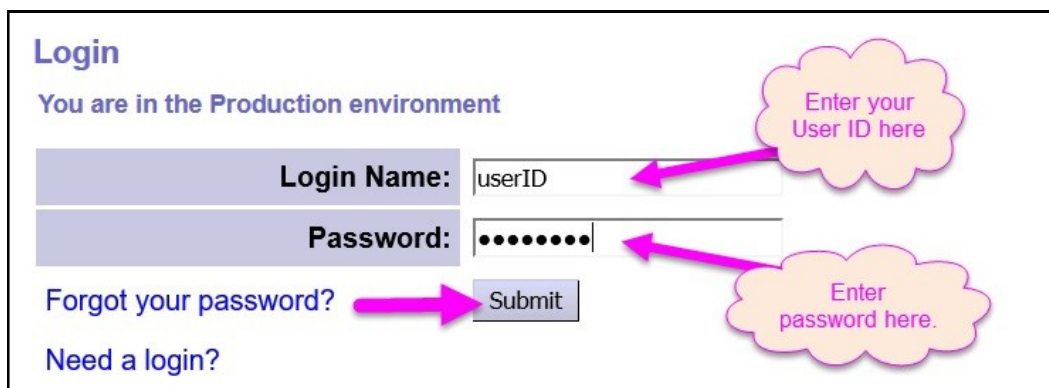
DD Children’s Host Home services are now available to be authorized in eXPRS Plan of Care (POC). Host Homes are a Daily service, with daily rates being derived from the individual’s Oregon Needs Assessment (ONA) Service Group (SG).

This guide will assist Agency Providers to create/submit claims Daily Children’s Host Home services.

→ **Please note:** the change in the claiming process **will not** change the processes for providers to collect/receive **Room & Board** and/or **Service Contribution** (aka: “offset”) amounts each month from the payees for the individuals they serve. The process for these payments has not changed.

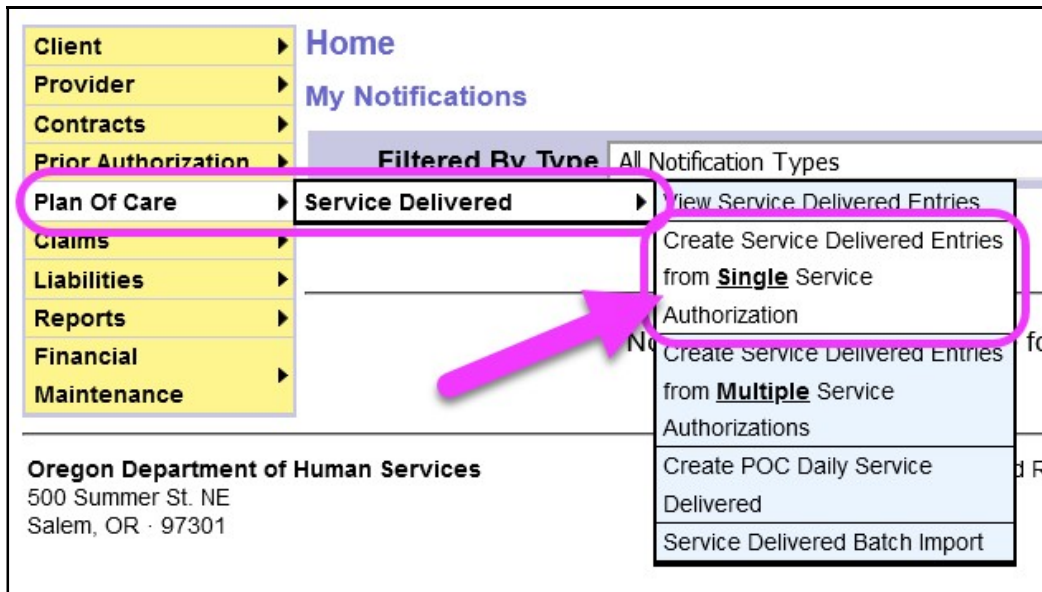
### To create/submit CLAIMS for Children’s Host Home services:

1. Log in to eXPRS.



The screenshot shows the eXPRS login interface. At the top left, it says "Login" and "You are in the Production environment". Below this are two input fields: "Login Name:" with the text "userID" and "Password:" with a masked password of ".....". To the right of the "Login Name" field is a pink callout bubble that says "Enter your User ID here" with a pink arrow pointing to the field. To the right of the "Password" field is another pink callout bubble that says "Enter password here." with a pink arrow pointing to the field. Below the input fields is a "Forgot your password?" link and a "Submit" button. A pink arrow points from the "Forgot your password?" link to the "Submit" button. At the bottom left, there is a "Need a login?" link.

- From the left-hand, yellow navigation menu, click on **Plan of Care** → **Service Delivered** → **Create Service Delivered Entries from Single Service Authorization**.



- In the **Create Service Delivered from Single Service Authorization** search page, search for your **Children’s Host Home** service authorizations that are active & ready to be claimed against.

To search, use the criteria:

- **Service Element** = 152 – Children’s Host Homes
- **Effective Date** = first service date you wish to claim
- **End Date** = the last service date you wish to claim

Click **Find** to search.

The screenshot shows the search form titled 'Create Service Delivered Entries from Single Service Authorization'. The form has several input fields: Client Prime, Service Location/PSW SPD Provider ID, DHS Contract Num, Service Element (set to '152 - Children's Host Homes'), Procedure Code, and Svc Modifier Cd. The 'Effective Date' is set to 4/1/2021 and the 'End Date' is set to 4/30/2021. There are two 'Exact' checkboxes, both set to 'No'. At the bottom, there are 'Find' and 'Reset' buttons, with a pink arrow pointing to the 'Find' button.

- Any active authorizations ready to bill that meet the search criteria entered will return in a results list below.

Contract

Service Element: 152 - Children's Host Homes

Procedure Code:

Svc Modifier Cd:

Effective Date: 4/1/2021

End Date: 4/30/2021

Exact:  Yes  No

Exact:  Yes  No

Find Reset Print

Name	Service Location/PSW							
THYME, JUSTIN - xyz0000a	Agency, Inc. - 1****8							
SPA#	Proc Code	Modifier	Rate	Units	Unit	Frequency	Begin	End
42*****1	ORCHH - Children's Host Homes	NA - Not Applicable	NA	1.00	Days	Day	4/1/2021	6/30/2021

- To bill for Daily **Children's Host Home** services provided, start from the results list and click on the dollar sign (\$) icon to the far right of the service you wish to bill.

→ **PRO TIP:** right-click on the \$ icon to open the new page in a new tab or window. This will allow you to easily return to your original search results list.

Contract

Service Element: 152 - Children's Host Homes

Procedure Code:

Svc Modifier Cd:

Effective Date: 4/1/2021

End Date: 4/30/2021

Exact:  Yes  No

Exact:  Yes  No

Find Reset Print

Name	Service Location/PSW							
THYME, JUSTIN - xyz0000a	Agency, Inc. - 1****8							
SPA#	Proc Code	Modifier	Rate	Units	Unit	Frequency	Begin	End
42*****1	ORCHH - Children's Host Homes	NA - Not Applicable	NA	1.00	Days	Day	4/1/2021	6/30/2021

- In the **Enter Claim Service Dates** page, you can now bill for the dates that you provided Children's Host Home services to the individual. Enter the dates or a date range that service was provided. eXPRS will break the dates billed into individual DAILY claims.

Enter Claim Service Dates

PA Adj #	Client Name	SE	DHS Contract Num	Provider	Effective Date	End Date
42*****1	JUSTIN THYME	152			4/1/2021	6/30/2021

Service Begin:  Service End:  Absent:

Add Remove

Continue

8. If additional rows of claim data are needed, click **Add** button. This will add another blank row of fields for more dates to be billed.

**Enter Claim Service Dates**

PA Adj #	Client Name	SE	DHS Contract Num	Provider	Effective Date	End Date
42*****1	JUSTIN THYME	152			4/1/2021	6/30/2021

Service Begin: 4/1/2021 Service End: 4/2/2021 Absent:  Remove

Add

Continue

9. To report **dates** the individual was **absent** from services:
- enter the absence dates in the **Service Begin & Service End** fields,
  - check the **Absent** box; this will activate a dropdown menu,
  - select the type of absence from the **Reason** menu.

**Enter Claim Service Dates**

PA Adj #	Client Name	SE	DHS Contract Num	Provider	Effective Date	End Date
42*****1	JUSTIN THYME	152			4/1/2021	6/30/2021

Service Begin: 4/1/2021 Service End: 4/2/2021 Absent:  Remove

Service Begin: 4/3/2021 Service End: 4/3/2021 Absent:  Reason: Select... Remove

- Select...
- Select...
- Absent Without Leave
- COVID Hospitalization
- Family Visit
- Jail
- Medical Hospitalization
- Nursing Facility
- Psychiatric Hospitalization
- Vacation

Add

Continue

10. With the service dates to be claimed entered, click **Continue** to create **draft** claims.

**Enter Claim Service Dates**

PA Adj #	Client Name	SE	DHS Contract Num	Provider	Effective Date	End Date
42*****1	JUSTIN THYME	152			4/1/2021	6/30/2021

Service Begin: 4/1/2021 Service End: 4/2/2021 Absent:  Remove

Service Begin: 4/3/2021 Service End: 4/3/2021 Absent:  Reason: Family Visit Remove

Service Begin: 4/4/2021 Service End: 4/5/2021 Absent:  Remove


Add

Continue

11. Once processed, your **draft** claims will appear on a **Claim Create Results** page. You can leave the claims in **draft** to be submitted later if you wish. Or you can click the **Submit** button to submit them for payment processing.

### Claim Create Results

PA Adj #	Status	SE	ICN	Service Begin	Service End	Claim Modifier Reason	Units	Billed Amount	Claim Type
42*****1	Draft	152	20*****1001	4/1/2021	4/1/2021	Regular	1.000	\$177.48	Fee For Service
42*****1	Draft	152	20*****2001	4/2/2021	4/2/2021	Regular	1.000	\$177.48	Fee For Service
42*****1	Draft	152	20*****3001	4/3/2021	4/3/2021	Family Visit	1.000	\$0.00	Absence Claim
42*****1	Draft	152	20*****4001	4/4/2021	4/4/2021	Regular	1.000	\$177.48	Fee For Service
42*****1	Draft	152	20*****5001	4/5/2021	4/5/2021	Regular	1.000	\$177.48	Fee For Service



5 claims, about 1 minute to submit.

12. If you submitted the claims, you'll be taken to **Claim Created** results page showing the results of the claim submission process. Claims showing as **approved** will be processed for payment the next business day.

### Claim Created

Your request completed successfully.

Status	ICN	Service Begin	Service End	Claim Modifier Reason	Billed Amount	Pymt Amt	Claim Type
Approved	20*****1001	4/1/2021	4/1/2021	Regular	\$177.48	\$177.48	Fee For Service
Approved	20*****2001	4/2/2021	4/2/2021	Regular	\$177.48	\$177.48	Fee For Service
Reported	20*****3001	4/3/2021	4/3/2021	Family Visit	\$0.00	\$0.00	Absence Claim
Approved	20*****4001	4/4/2021	4/4/2021	Regular	\$177.48	\$177.48	Fee For Service
Approved	20*****5001	4/5/2021	4/5/2021	Regular	\$177.48	\$177.48	Fee For Service

13. Repeat steps #6 – #12, to create new daily claims for Children's Host Home services for other individuals and/or dates.

14. For claims that move to a status other than **approved**, providers can use the [Claims Problem Solving Matrix](#) on the [eXPRS Help Menu](#) to assist in troubleshooting.