

How to Create & Submit Daily Claims for Children’s Residential 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.

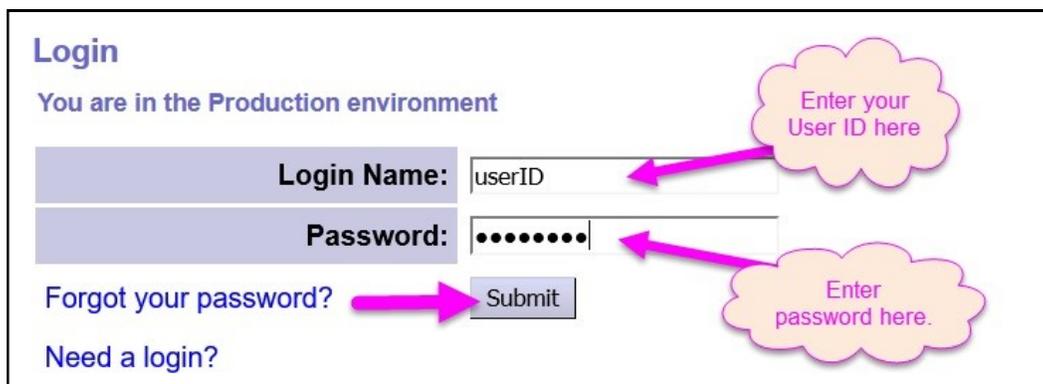
For service dates beginning Jan 1, 2021, DD Children’s Residential group home services has transitioned from a Monthly to a **Daily** service. With this transition to a Daily service, the authorizations have moved to eXPRS Plan of Care as Service Prior Authorizations (**SPAs**), which changes the billing/claiming process.

This guide will assist Agency Providers to create/submit claims Daily Children’s Residential group 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.

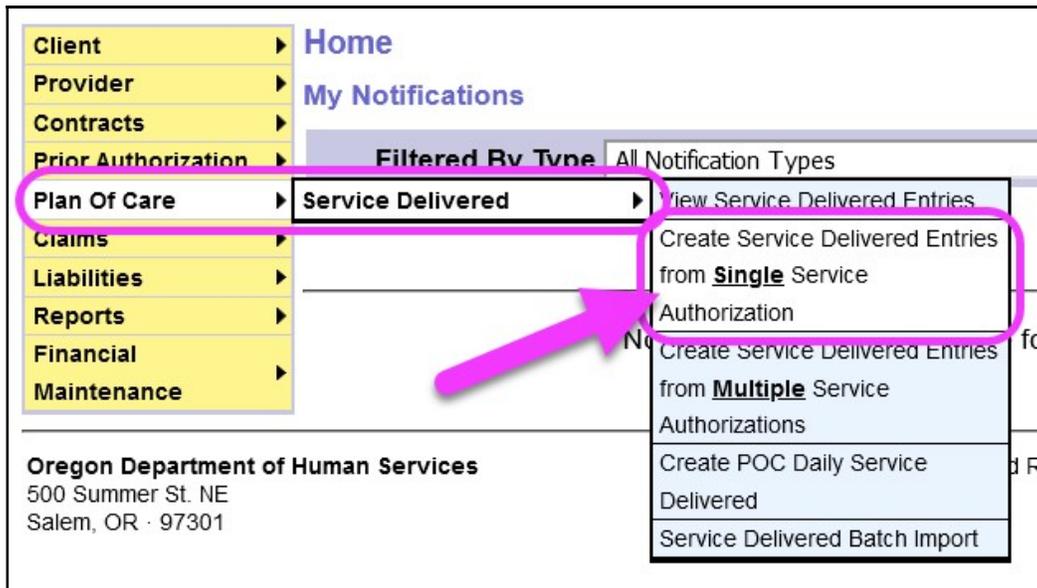
To create/submit CLAIMS for Daily Children’s Residential services:

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 masked characters "••••••••". To the right of the "Login Name" field is a pink cloud-shaped callout 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 cloud-shaped callout that says "Enter password here." with a pink arrow pointing to the field. Below the password field is a "Forgot your password?" link with a pink arrow pointing to it, and a "Submit" button with a pink arrow pointing to it. 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 Residential** service authorizations that are active & ready to be claimed against.

To search, use the criteria:

- **Service Element** = 142 – Children’s Residential
- **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 a search form titled 'Create Service Delivered Entries from Single Service Authorization'. The form includes fields for Client Prime, Service Location/PSW SPD Provider ID, DHS Contract Num, Service Element (set to '142 - Children's Residential'), Procedure Code, and Svc Modifier Cd. It also has Effective Date and End Date fields (both set to 1/1/2021 and 1/31/2021 respectively). There are 'Exact: Yes/No' radio buttons and 'Find' and 'Reset' buttons at the bottom. A pink arrow points to the 'Find' button.

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

Effective Date: 1/1/2021 Exact: Yes No

End Date: 1/31/2021 Exact: Yes No

Find Reset Print

Name	Service Location/PSW
CXFGDC VTBBCXA, YTZDQ	DD Agency Provider Child Res GH site
SPA#	Proc Code
40****82	ORCGH - Children's Group Home
Modifier	Rate
NA - Not Applicable	NA
Units	Unit
1.00	Days
Frequency	Begin
Day	1/1/2021
	End
	4/30/2021
	\$
DEBDC, BITZ	DD Agency Provider Child Res GH site
SPA#	Proc Code
40****36	ORCGH - Children's Group Home
Modifier	Rate
NA - Not Applicable	NA
Units	Unit
1.00	Days
Frequency	Begin
Day	1/1/2021
	End
	5/31/2021
	\$

6. To bill for Daily **Children’s Residential** 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.

Effective Date: 1/1/2021 Exact: Yes No

End Date: 1/31/2021 Exact: Yes No

Find Reset Print

Name	Service Location/PSW
CXFGDC VTBBCXA, YTZDQ	DD Agency Provider Child Res GH site
SPA#	Proc Code
40****82	ORCGH - Children's Group Home
Modifier	Rate
NA - Not Applicable	NA
Units	Unit
1.00	Days
Frequency	Begin
Day	1/1/2021
	End
	4/30/2021
	\$
DEBDC, BITZ	DD Agency Provider Child Res GH site
SPA#	Proc Code
40****36	ORCGH - Children's Group Home
Modifier	Rate
NA - Not Applicable	NA
Units	Unit
1.00	Days
Frequency	Begin
Day	1/1/2021
	End
	5/31/2021
	\$

7. In the **Enter Claim Service Dates** page, you can now bill for the dates that you provided Children’s Residential 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
40****82	CVBXO YLFCXY JVDDYLE	142	800059	11197	1/1/2021	4/30/2021
Service Begin:	Service End:	Absent:				
		<input type="checkbox"/>	Remove			
Add						
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
40****82	CVBXO YLFCXY JVDDYLE	142	800059		1/1/2021	4/30/2021
Service Begin: 1/1/2021		Service End: 1/7/2021		Absent: <input type="checkbox"/>		<input type="button" value="Remove"/>
<input type="button" value="Add"/>						
<input type="button" value="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
40****82	CVBXO YLFCXY JVDDYLE	142	800059		1/1/2021	4/30/2021
Service Begin: 1/1/2021		Service End: 1/7/2021		Absent: <input type="checkbox"/>		<input type="button" value="Remove"/>
Service Begin: 1/8/2021		Service End: 1/10/2021		Absent: <input checked="" type="checkbox"/> Reason: Select...		<input type="button" value="Remove"/>
<input type="button" value="Add"/>						
<input type="button" value="Continue"/>						

Select...

Absent Without Leave

Family Visit

Jail

Medical Hospitalization

Nursing Facility

Psychiatric Hospitalization

Vacation

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
40****82	CVBXO YLFCXY JVDDYLE	142	800059		1/1/2021	4/30/2021
Service Begin: 1/1/2021		Service End: 1/7/2021		Absent: <input type="checkbox"/>		<input type="button" value="Remove"/>
Service Begin: 1/8/2021		Service End: 1/10/2021		Absent: <input checked="" type="checkbox"/> Reason: Family Visit		<input type="button" value="Remove"/>
Service Begin: 1/11/2021		Service End: 1/15/2021		Absent: <input type="checkbox"/>		<input type="button" value="Remove"/>
<input type="button" value="Add"/>						
<input type="button" value="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
40****82	Draft	142	2020*****1	1/1/2021	1/1/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/2/2021	1/2/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/3/2021	1/3/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/4/2021	1/4/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/5/2021	1/5/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/6/2021	1/6/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/7/2021	1/7/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/8/2021	1/8/2021	Family Visit	1.000	\$0.00	Absence Claim
40****82	Draft	142	2020*****1	1/9/2021	1/9/2021	Family Visit	1.000	\$0.00	Absence Claim
40****82	Draft	142	2020*****1	1/10/2021	1/10/2021	Family Visit	1.000	\$0.00	Absence Claim
40****82	Draft	142	2020*****1	1/11/2021	1/11/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/12/2021	1/12/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/13/2021	1/13/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/14/2021	1/14/2021	Regular	1.000	\$732.96	Fee For Service
40****82	Draft	142	2020*****1	1/15/2021	1/15/2021	Regular	1.000	\$732.96	Fee For Service

Submit

15 claims, about 2 minutes to submit.

- 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	2020*****1	1/1/2021	1/1/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/2/2021	1/2/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/3/2021	1/3/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/4/2021	1/4/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/5/2021	1/5/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/6/2021	1/6/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/7/2021	1/7/2021	Regular	\$732.96	\$732.96	Fee For Service
Reported	2020*****1	1/8/2021	1/8/2021	Family Visit	\$0.00	\$0.00	Absence Claim
Reported	2020*****1	1/9/2021	1/9/2021	Family Visit	\$0.00	\$0.00	Absence Claim
Reported	2020*****1	1/10/2021	1/10/2021	Family Visit	\$0.00	\$0.00	Absence Claim
Approved	2020*****1	1/11/2021	1/11/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/12/2021	1/12/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/13/2021	1/13/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/14/2021	1/14/2021	Regular	\$732.96	\$732.96	Fee For Service
Approved	2020*****1	1/15/2021	1/15/2021	Regular	\$732.96	\$732.96	Fee For Service

13. Repeat steps #6 – #12, to create new daily claims for Children’s Residential 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.