

How to Find Service Prior Authorizations (SPAs) (Foster Care Providers)

eXPRS has a page that allows Foster Care (FC) provider users to search for Foster Care and Ancillary Service Prior Authorizations (SPAs). This is useful when needing to find and verify that services have been authorized and their status by service code or specific client without having to search through the billing pages.

To search/find provider SPAs:


1. Login to eXPRS. If you have more than one record associated to your eXPRS user account, select your Foster Care services record as the **Organization/Program Area**. Then click **SUBMIT** to login.

Login

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

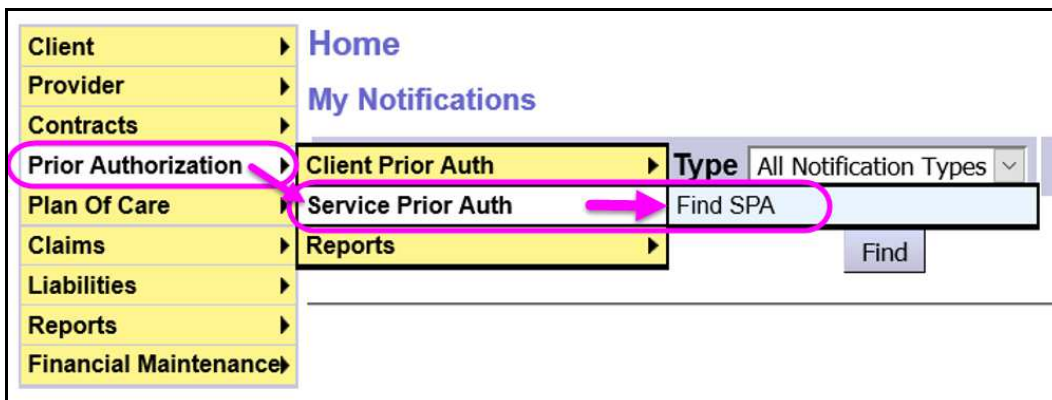
You are in the Practice environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="Provider, Name (Provider)"/> (Provider) ▾

[Forgot your password?](#) 

2. From the left-hand, yellow navigational menu, click on **Prior Authorization** → **Service Prior Auth** → **Find SPA**.

Client ▶	Home
Provider ▶	My Notifications
Contracts ▶	
Prior Authorization ▶	Client Prior Auth ▶ Type All Notification Types ▾
Plan Of Care ▶	Service Prior Auth ▶ Find SPA
Claims ▶	Reports ▶ <input type="button" value="Find"/>
Liabilities ▶	
Reports ▶	
Financial Maintenance ▶	



3. Users will now be in the **Find Service Prior Authorization** page. In this page, users have many options to use to search for SPAs, but using a service date range entered in the **Effective & End Date** fields will likely be the easiest way to search. With the search criteria data entered, click **FIND** to search.

Find Service Prior Authorization

Enter one or more search criteria. Only exact matches are supported. Results returned are limited to 20,000 rows.

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.

SPA ID:	<input type="text"/>	
Service Location/PSW SPD Provider ID:	<input type="text"/>	
Rendering/Agency eXPRS Provider ID:	<input type="text"/>	
Pay To Provider ID:	<input type="text"/>	
Client Prime:	<input type="text"/>	
Status:	<input type="text"/>	<input type="button" value="v"/>
Service Element:	<input type="text"/>	<input type="button" value="v"/>
Procedure Code:	<input type="text"/>	<input type="button" value="v"/>
Svc Modifier Cd:	<input type="text"/>	<input type="button" value="v"/>
DHS Contract Num:	<input type="text"/>	
Effective Date:	<input type="text" value="1/1/2018"/>	
End Date:	<input type="text" value="1/31/2018"/>	
Review Required:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Either	
Max Displayed:	<input type="text" value="25"/>	<input type="button" value="v"/>

Exact: Yes No

Exact: Yes No

The search criteria fields available are defined below. You may need to enter more than one criterion to successfully search.

- **SPA ID** = the system assigned number for the service prior authorization; users may not know what this number is initially.
- **Service Location/PSW SPD Provider ID** = the SPD provider ID assigned to the Foster Care provider's site location record; users may not know this number.
- **Rendering/Agency Provider eXPRS Provider ID** = the Foster Care provider's eXPRS provider ID number; users may not know this number.
- **Pay to Provider ID** = the eXPRS ID number for the provider authorized to receive payment; will likely be the same as the rendering provider for Foster Care providers.

- **Client Prime** = the prime number assigned to the client receiving services; users may not know this number initially.
- **Status** = the status of the service prior authorization (SPA); select from the dropdown, or leave blank to get all statuses.
 - **Accepted** = the SPA has been successfully submitted and is active to have services provided and billed
 - **Draft** = the SPA has been created and saved, but not submitted; it is not yet active.
 - **Pending** = the SPA has been created and submitted, but requires a higher level of approval from ODDS; it is not yet active.
 - **Withdrawn** = the SPA has been withdrawn by the CDDP or Brokerage; it is not active.
 - **Void** = the SPA has been voided by the CDDP or Brokerage; it is not active.
- **Service Element** = the service funding package or grouping that the individual's service is authorized under from the CDDP.
- **Procedure Code** = the specific code assigned to the service authorized; select from the dropdown or leave blank.
- **Svc Modifier Cd** = the specific modifier code assigned to define the service in more detail; not all service procedure codes have modifiers.
- **DHS Contract Num** = the number for the funding contract for the CDDP the service is authorized under.
- **Effective Date** = the first date of service the authorization covers.
- **End Date** = the last date of service the service authorization covers.
- **Review Required** = the designation for the SPA that determines if billings submitted for this service are required to be reviewed by the authorizing CDDP prior to being placed in a claim for payment.
 - **Y = YES**, review of submitted billings by the CDDP is required; billings will "pend" for review.
 - **N = NO**, review of submitted billings by the CDDP is not required; billings will process through system validations edits without pending for approval.
- **Max Displayed** = the number of search results returned by the system displayed on a page.

4. Any SPAs matching the search criteria entered will return in a results list at the bottom of the page.

SPA ID	Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Service Location	Rate	Amount	Review Required	Status
19****76	xyz0000a	DGPAABA ZGHALPFLC	257	OR526	ZE	Provider, Demo AFC 8	\$12.87	\$9,382.23	Yes	Accepted
19****63	xyz0000a	DGPAABA ZGHALPFLC	158	ORAFc	NA	Provider, Demo AFC 8			Yes	Accepted

- Users can open and view a specific provider SPA by clicking on the **blue SPA ID** number for the SPA.
- The results list is exportable, as needed.

5. If an **SPD ID** number is clicked, users will be taken to the **View Service Prior Authorization** page.

→ **Pro Tip:** right-click on the **SPD ID** number to open the SPA in a new tab or window, and you'll not lose your original search results list.

View Service Prior Authorization

Please consult your Service Agreements for specific authorized UNIT amount details.

Service Prior Authorization: 18***) Status: Accepted**

Client Prime: xyz0000a **Client Name:** First Last

Service: SE158/ORAFc-Adult FC services in SE158/NA-Not Applicable

Rendering Provider: FC Provider Name - 2*****)

Service Location: FC Provider Name - 2*****)

Pay To Provider: FC Provider Name - 2*****)

DHS Contract Num: 14****) - CDDP County

Effective Date: 10/1/2017 **End Date:** 9/30/2018

Units: 1 per Month, Prorated **Rate:** \$5,653.04

Amount: \$67,836.48 **Balance:** \$0.00

Trust Reserve: \$0.00 **Tax Reserve:** \$0.00

SPA Created By: **SPA Created Date:**

Once in this page, users can view the SPA details, including:

1. The service authorized
2. The service dates covered by the authorization
3. The rate authorized for the service.