

How to Update a Plan of Care in eXPRS

NEW POC FORMAT

(updated 5/18/2022)

eXPRS Plan of Care (POC) has been updated to a new layout format that features a tabbed structure to group and organize similar services together. This layout change was made to simplify working within the POC for CME users, as well as to add functionality to support the ODDS Compass and Rate Restructuring Projects.

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 update a Plan of Care in the new format, CME users will need to be assigned one of the below roles to do this update Plan of Care work:

- CDDPs: **Local Authority POC Manager** or **POC Super User**
- Brokerages: **Brokerage POC Manager** or **POC Super User**
- State Kids Services: **State Kids Svcs POC Manager** or **POC Super User**

NOTE: the screenshots used in the examples in this guide are from a CDDP user. While the dropdown menu options may be different for you, based on the type of CME you work for, the process remains the same.

To Update a Plan of Care in the New POC Layout:

1. Log in to eXPRS. If users have more than one **Organization/Program Area** option, they will need to be logged in under the correct level for POC work, like shown here:

CDDPs choose the **Local Authority** option

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?](#)

Brokerages choose the **Contractor** option

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="Brokerage (Contractor)"/>

[Forgot your password?](#)

State Kids services choose the **State Kids (State)** option

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="State Kids (State)"/>

- From the yellow, left-hand navigational menu, click on **Plan of Care** → **Plan of Care**. The new Plan of Care layout uses just one menu option.

Client	Home
Provider	My Notifications
Contracts	Filtered By Tv
Prior Authorization	All Notification Types
Plan Of Care	Plan Of Care
Claims	Service Delivered
CM/PA TCM Billing	Travel Time
Liabilities	Reports
Reports	No matching notifications were fo

3. In the **Find Plan of Care** page you can search to find the POC that needs updating.

Easiest method to find an individual's POC is likely to search using their **PRIME** number. Additional search criteria can also be used, as needed.

With the search criteria entered, click **Find** to search POCs.

Find Plan of Care

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.

Plan ID:	<input type="text"/>
Client Prime:	xyz0000a
Service Element:	All
Plan Begin:	<input type="text"/> <input checked="" type="radio"/> Overlap <input type="radio"/> Contain <input type="radio"/> Exact
Plan End:	<input type="text"/> <input checked="" type="radio"/> Overlap <input type="radio"/> Contain <input type="radio"/> Exact
DHS Contract Num:	<input type="text"/>
Status:	
Max Displayed:	25

Find **Reset**

4. From the list of POCs returned, click on the **blue Plan ID** number for the POC that needs updating to open it.

Find Plan of Care

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.

Plan ID:	<input type="text"/>
Client Prime:	xyz0000a
Service Element:	All
Plan Begin:	<input type="text"/> <input checked="" type="radio"/> Overlap <input type="radio"/> Contain <input type="radio"/> Exact
Plan End:	<input type="text"/> <input checked="" type="radio"/> Overlap <input type="radio"/> Contain <input type="radio"/> Exact
DHS Contract Num:	<input type="text"/>
Status:	
Max Displayed:	25

Find **Reset**

Export options: CSV | Excel | PDF | RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
35***22	xyz0000a	CHRIS P BAYCON	1***5	12/13/2019	03/31/2020	Accepted
37***17	xyz0000a	CHRIS P BAYCON	1***5	04/01/2020	03/31/2021	Accepted

Plan of Cares found: 2 (displaying all rows)

Create

5. Once in the view **Plan of Care** page, you'll immediately see the layout changes.

The **Action Buttons** are now located at the top of the POC, instead of the bottom.

Plan of Care

Plan Id: 37*****7
Client Name: CHRIS P BAYCON
Plan Status: Draft

Plan Dates: 4/1/2020 - 3/31/2021
Client Prime: xyz0000a

Edit Copy Print Summary

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

Monthly Assessed Attendant Care/Skills Training Hours

And the POC information is sorted into tabs.

Plan of Care

Plan Id: 37*****7
Client Name: CHRIS P BAYCON
Plan Status: Draft

Plan Dates: 4/1/2020 - 3/31/2021
Client Prime: xyz0000a

Edit Copy Print Summary

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

Monthly Assessed Attendant Care/Skills Training Hours

The new POC tabs are described here:

POC Tab	Information/Services Contained Within
Service Eligibility	<ul style="list-style-type: none">• ONA Service Group information• DD Eligibility, Level of Care, Medicaid Eligibility and Service Eligibility dates• Service Eligibility type code (<i>ex: DDC, DDK, etc.</i>)• CM enrollment (<i>CM CPAs</i>)
Plan Overview	<ul style="list-style-type: none">• Monthly Attendant Care Hours limit• Weekly Employment Hours limit• Service Add-Ons• POC Attachments• POC Notes
In Home Services	<ul style="list-style-type: none">• In-home attendant care services• Relief Care (<i>Daily & Hourly</i>)
Residential	<ul style="list-style-type: none">• Group home services (<i>may be phased in</i>)• Foster Care services• Host Home services• Residential 2:1 staff hourly supports
Supported Living	<ul style="list-style-type: none">• Supported Living Services (<i>coming later</i>)

POC Tab	Information/Services Contained Within
Community	<ul style="list-style-type: none"> • Employment Services • Day Support Activities • On The Job Attendant Care
Transportation	<ul style="list-style-type: none"> • POC Transportation Services • Mileage • Commercial/Taxis • Transit Passes • DD Provider Organizations
Ancillary	Other Ancillary services: <ul style="list-style-type: none"> • Behavior Consultation • Specialized Equipment & Supplies purchases • Assistive Technology purchases • Home Modifications • Vehicle Modifications
Legacy	If you view an older POC that uses service procedure and/or modifier codes that have been retired & are no longer used, they will appear under this tab.

6. In the [Plan of Care](#) page, you can update information, add or update service Plan Lines/SPAs as needed. While the location of POC information and Plan Lines/SPAs is new, ***the service authorization functions and validations used in the old POC layout still apply.*** The view [Plan of Care](#) will default to showing you the **Plan Overview** tab, but you can navigate to other tabs in the POC as needed.

Plan of Care

Plan Id: 37****7 Plan Dates: 4/1/2020 - 3/31/2021
 Client Name: CHRIS P BAYCON Client Prime: xyz0000a
 Plan Status: Draft

Edit Copy Print Summary

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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
9/1/2020 - 8/31/2021	67.00

Please note: While you will see all tabs in the POC, your access to information or functionality under a specific tab may be restricted due to the type of CME organization you are working under.

For example: Brokerage CME users will see all the tabs in POC but will not be able to successfully add services under the **Residential** or **Supported Living** tabs, as those are not services Brokerages have access to authorize.

7. To update information or add/update service authorizations in the new POC layout, click on **Edit** to open the POC for updating/edits. We'll look at each tab.

Plan of Care

Plan Id: 38*****4 Plan Dates: 9/1/2020 - 8/31/2021
 Client Name: CHRIS P BAYCON Client Prime: xyz0000a
 Plan Status: Draft

Edit Copy Print Summary

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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
9/1/2020 - 8/31/2021	67.00

Add Ons

Plan of Care Notes

When finished making changes or updates, click **Done** at the top to close the POC.

Plan of Care

Plan Id: 37*****7 Plan Dates: 4/1/2020 - 3/31/2021
 Client Name: CHRIS P BAYCON Client Prime: xyz0000a
 Plan Status: Accepted

Done

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

Plan Dates: 4/1/2020 - 3/31/2021 Update

Monthly Assessed Attendant Care/Skills Training Hours

8. Steps to working within the individual tabs are reviewed on the following pages.

- Plan Overview tab p 7
- In-Home Services p 8
- Residential p 11
- Community p 13
- Transportation p 16
- Ancillary p 18

○ Edits/Updates to information on the [Plan Overview](#) tab.

The **Plan Overview** tab is where you would make updates to overall POC information. Each section operates separately. Simply click **Add** or **Edit** in that section to make changes to that section's information.

Plan of Care

Plan Id: 37*****7 Plan Dates: 4/1/2020 - 3/31/2021
 Client Name: CHRIS P BAYCON Client Prime: xyz0000a
 Plan Status: Accepted

Done

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

Plan Dates: 4/1/2020 - 3/31/2021 **1** Update

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
4/1/2020 - 3/31/2021	169.00

2 Add Edit

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2020 - 3/31/2021	25.00	NO

3 Add Edit

Add Ons

4 Add View

Attachments

Type: ☐ Individual Service Plan ☐ Assessment Report ☐ Other **5**

Attach File: Browse... No file selected. File size must not exceed 4 MB Upload

Assessment-Report	Created	Delete
ISP: SAMPLE POC ATTACHMENT.pdf	Created: 10/5/2020 3:28:36 PM PDT	Delete
Other: SAMPLE POC ATTACHMENT.docx	Created: 10/5/2020 3:28:22 PM PDT	Delete

Plan of Care Notes

10/5/2020 - CME Staff: You can add more POC notes here, as needed.

10/9/2020 - CME Staff:

Add Notes: (0/1908) **6**

Add

- 1** Update the POC **Plan Dates**.
- 2** Add or Edit the **Monthly Assessed Attendant Care Hours** for the POC.
- 3** Add or Edit the **Weekly Employment Hours** for the POC.
- 4** Add or view any POC **Add-Ons**.
**More information on POC Add-Ons will be coming in the future when this functionality is fully implemented.*
- 5** Add/upload or view any POC **Attachments**.
- 6** Add/view any **Plan of Care Notes**.

○ Edits/Updates to information on the In-Home Services tab.

- The POC Monthly Attendant Care hours limit will show here for reference.
- You can make the updates to existing POC Plan Lines/SPAs, based on your assigned permissions, the same as you have in the past.
- You can add a new Plan Lines/SPAs the same as you have in the past.
- CDDPs do not have to create a completely new Plan of Care for individuals who are transitioning from one In-Home service element to another. For example, when a child receiving SE151 services transitions to SE49 services when they turn 18 years old. As long as the date ranges for the services under the different service elements do not overlap, they can live inside the same Plan of Care.
- The **SE, Procedure** code & **Modifier** code dropdowns for Plan Lines are now grouped together and are filtered to only show those services that are applicable to the tab you are working within.

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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
4/1/2020 - 3/31/2021	169.00

▼ Plan Details

SE	Procedure Code	Modifier	Units	Dates	Status
49	OR526 - Attendant Care, home or comm	RB - Group supports	15.00 Hours per Month	4/1/2020 - 6/30/2020	Accepted

Auth Id	Provider	Units	Rate	Pay-To Provider	Dates	Review?	Status
38****8	Provider CLS	15.00	27.05	Agency Provider Inc	4/1/2020 - 6/30/2020	No	Accepted

* SE/Procedure Code/Modifier *Units *Dates Status

/ -

- First drop down is your **Service Element** options under that tab.

* SE/Procedure Code/Modifier

49 - In-Home Comprehensive Supports
 150 - Family Support
 151 - Long Term Support for Kids
 257 - Ancillary Services

- Once the Service Element is selected, you'll get **Procedure code** options.

* SE/Procedure Code/Modifier

49 - In-Home Comprehensive Supports

OR502 - Personal Care Services (SPPC)

OR507 - Relief Care, Daily

OR508 - Relief Care, Hourly

OR526 - Attendant Care, home or comm

- Once the Procedure code is selected, you'll get **Modifier code** options.

* SE/Procedure Code/Modifier

49 - In-Home Comprehensive Supports

OR526 - Attendant Care, home or comm

NA - Not Applicable

RB - Group supports

ZE - 2:1 staff authorized

- With the **SE/Procedure/Modifier** codes selected, you can continue to complete the rest of the Plan Line information. When completed, click **Save** to save the Plan Line.

* SE/Procedure Code/Modifier

*Units

*Dates

Status

49 - In-Home Comprehensive Supports

OR526 - Attendant Care, home or comm

NA - Not Applicable

150 Hours / Month

7/1/2020 - 3/31/2020

Draft

Save Cancel

- Click **Add Provider** to add a Service Prior Authorization (SPA) for a **Provider** under a Plan Line.

SE	Procedure Code	Modifier	Units	Dates	Status	
49	OR526 - Attendant Care, home or comm	NA	169.00 Hours per Month	7/1/2020 - 3/31/2021	Draft	Edit

Add Provider

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. The ***Rate** field is the last data item to be added and will read **NA** initially. This is because

when the SPA is saved, eXPRS now 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.

*Provider	*Dates	*Units	Rate	
<input type="text" value="type to filter dropdown"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	NA	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- **Edits/Updates to information on the Residential tab.**

- **CDDPs Only:** Residential services authorized by the same CDDP, like Foster Care, Host Homes (and eventually group homes) can now be authorized ***in the same*** Plan of Care for the individual as In-Home services, as long as the date ranges for the different service elements/services do not overlap. Previously, an entirely new Plan of Care was needed from the CDDP for an individual who transferred from In-Home services to Foster Care (or vice versa). That is no longer the case in the new POC layout.

- Select the **Service Element (SE)** for the residential service.

- In most cases, the **Procedure Code & Modifier Code** will auto-populate, based on the **Service Element** selected. Complete the rest of the Plan Line & then click Save.

- Click **Add Provider** to add a Service Prior Authorization (SPA) for a **Provider** under a Plan Line.

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. The ***Rate** field is the last data item to be added and will read **NA** initially. This is because when the SPA is saved, eXPRS now 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.

*Provider	*Dates	*Units	*Rate
<input type="text" value="type to filter dropdown"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	NA
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- **Edits/Updates to information on the [Community](#) tab.**

- The Community tab is where Employment and Day Support Activities (services provided in community settings) are housed.
- The POC **Weekly Employment Hours** limit will show here for reference.
- You can make the updates to existing POC Plan Lines/SPAs, based on your assigned permissions, the same as you have in the past.
- You can add a new Plan Lines/SPAs the same as you have in the past.
- Select the **Service Element (SE)** for the Community service.

The screenshot shows the 'Community' tab selected in a navigation bar. Below the tabs, there's a section titled 'Weekly Employment Hours Approved per ISP' with a table showing dates (4/1/2020 - 3/31/2021), hour limit (25.00), and supported employment only (NO). Below this is a section titled 'Plan Details - Limited by Weekly Hours' with a table. The first column is '*SE/Procedure Code/Modifier' and the second is '*Units'. A dropdown menu is open for the first column, showing options: '49 - In-Home Comprehensive Supports' and '54 - Employment & Alternative Serv'. A red arrow points from the 'Community' tab to the dropdown menu.

Dates	Hour Limit	Supported Employment Only
4/1/2020 - 3/31/2021	25.00	NO

▼ Plan Details - Limited by Weekly Hours

*SE/Procedure Code/Modifier	*Units	*Dates	Status
49 - In-Home Comprehensive Supports			Draft
54 - Employment & Alternative Serv			

- Select the **Procedure Code** for the service.

The screenshot shows a dropdown menu for 'SE/Procedure Code/Modifier'. The selected option is '54 - Employment & Alternative Serv'. Below it, a list of procedure codes is shown, each with a dropdown arrow: 'OR401 - Ind Sup Emplmt', 'OR539 - Career Explore/Disc', 'OR541 - Employment Path Svcs', 'OR542 - Day Support Activity, non-work', 'OR543 - Sm Grp Supp Emp', and 'OR545 - On the Job Attendant Care'. A red box highlights the list of procedure codes.

* SE/Procedure Code/Modifier

54 - Employment & Alternative Serv

OR401 - Ind Sup Emplmt

OR539 - Career Explore/Disc

OR541 - Employment Path Svcs

OR542 - Day Support Activity, non-work

OR543 - Sm Grp Supp Emp

OR545 - On the Job Attendant Care

- Select the **Modifier Code** for the service. You will see that we have implemented new modifiers for some services.

* SE/Procedure Code/Modifier

54 - Employment & Alternative Serv

OR541 - Employment Path Svcs

R1 - 1:1 staff support

RA - Employment Services over 25 hrs

RS - Solo 1:1 Supports

W1 - Facility

W2 - Community

WB - WB-Benefits Counseling, Level 1

WC - WC-Benefits Counseling, Level 2

ZE - 2:1 staff authorized

- Click **Add Provider** to add a Service Prior Authorization (SPA) for a **Provider** under a Plan Line.

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

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2020 - 3/31/2021	25.00	NO

▼ Plan Details - Limited by Weekly Hours ☒ Draft ☒ Pending ☒ Accepted ☐ Withdrawn ☐ Void

SE	Procedure Code	Modifier	Units	Dates	Status	
54	OR541 - Emplmnt Path Svcs	W2 - Community	25.00 Hours per Week	4/1/2020 - 6/30/2020	Draft	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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. The ***Rate** field is the last data item to be added and will read **NA** initially. This is because when the SPA is saved eXPRS now 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.

*Provider	*Dates	*Units	Rate
<div>type to filter dropdown</div> <div>▼</div>	<div></div> - <div></div>	<div></div>	NA

Save

Cancel

○ **Edits/Updates to information on the [Transportation](#) tab.**

- All Plan of Care authorized transportation services will live under the **Transportation** tab.
- You can make the updates to existing POC Plan Lines/SPAs, based on your assigned permissions, the same as you have in the past.
- You can add a new Plan Lines/SPAs the same as you have in the past.
- Select the **Service Element (SE)** for the Community service.

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

▼ Plan Details

* SE/Procedure Code/Modifier	*Units	*Dates	Status
<div>49 - In-Home Comprehensive Supports 150 - Family Support 151 - Long Term Support for Kids 257 - Ancillary Services</div>	/	-	Draft Save Cancel

- Select the **Procedure Code** for the service.

* SE/Procedure Code/Modifier

49 - In-Home Comprehensive Supports ▼

OR003 - Comm Transp, Commercial
OR004 - Comm Transp, Mileage
OR544 - Taxi Services
OR553 - Comm Transp/DD Prov
OR554 - Comm Transp, Transit pass

- Select the **Modifier Code** for the service.

*** SE/Procedure Code/Modifier**

49 - In-Home Comprehensive Supports ▼

OR004 - Comm Transp, Mileage ▼

▼

WD - To/From Work

WE - Community

- Click **Add Provider** to add a Service Prior Authorization (SPA) for a **Provider** under a Plan Line.

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

▼ Plan Details

☐ Draft ☒ Pending ☒ Accepted ☐ Withdrawn ☐ Void

SE	Procedure Code	Modifier	Units	Dates	Status	
49	OR004 - Comm Transp, Mileage	WE - Community	150.0 Miles per Month	4/1/2020 - 6/30/2020	Draft	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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. The ***Rate** field is the last data item to be added and will read **NA** initially. This is because when the SPA is saved eXPRS now 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.

***Provider** ***Dates** ***Units** ***Rate**

type to filter dropdown

NA

○ **Edits/Updates to information on the Ancillary tab.**

- All supplemental and ancillary services for an individual, such as Behavior Consultation or Special Equipment or Assistive Device purchases, will live under the **Ancillary** tab.
- You can make the updates to existing POC Plan Lines/SPAs, based on your assigned permissions, the same as you have in the past.
- You can add a new Plan Lines/SPAs the same as you have in the past.
- Select the **Service Element (SE)** for the Community service.

The screenshot displays the POC system interface. At the top, a horizontal navigation bar contains tabs: Service Eligibility, Plan Overview, In Home Services, Residential, Supported Living, Community, Transportation, **Ancillary** (highlighted with a red circle), and Legacy. Below this, the 'Plan Details' section is visible. It features a table with columns: * SE/Procedure Code/Modifier, *Units, *Dates, and Status. The first row of the table is highlighted in blue. A red arrow points from the 'Ancillary' tab to the dropdown menu of the first row. The dropdown menu is open, showing a list of Service Elements: 49 - In-Home Comprehensive Supports, 54 - Employment & Alternative Serv, 150 - Family Support, 151 - Long Term Support for Kids, and 257 - Ancillary Services. The 'Status' column shows 'Draft' and buttons for 'Save' and 'Cancel'.

* SE/Procedure Code/Modifier	*Units	*Dates	Status
<div>49 - In-Home Comprehensive Supports 54 - Employment & Alternative Serv 150 - Family Support 151 - Long Term Support for Kids 257 - Ancillary Services</div>	/	-	Draft

- Select the **Procedure Code** for the service.

* SE/Procedure Code/Modifier

49 - In-Home Comprehensive Supports

OR310 - Behavior Support svcs

OR321 - Asst Tech, Hardware

OR322 - Asst Tech, Software

OR323 - Asst Tech, Install

OR325 - Asst Tech, Maint

OR326 - Asst Tech, Inst

OR327 - Asst Tech, Maint

OR360 - Family Training, per session

OR380 - Specialized Med Equip/Supplies

OR406 - Comm Transition

OR501 - Chore services

OR561 - Enviro Safety Mods

OR562 - Spec Med Supply

OR570 - Behav Consult Assessmt Training

S5165 - Home modifications per service

T2039 - Vehicle Mod

- Select the **Modifier Code** for the service. You may only have 1 modifier option to choose from.

* SE/Procedure Code/Modifier

49 - In-Home Comprehensive Supports

OR562 - Spec Med Supply

NA - Not Applicable

- Click **Add Provider** to add a Service Prior Authorization (SPA) for a **Provider** under a Plan Line.

The screenshot shows a navigation bar with tabs: Service Eligibility, Plan Overview, In Home Services, Residential, Supported Living, Community, Transportation, **Ancillary** (highlighted with a red circle), and Legacy. Below the tabs is a 'Plan Details' section with a table. The table has columns: SE, Procedure Code, Provider, Units, Dates, Status, and actions (Edit, Delete). The first row shows SE 49, Procedure Code OR562 - Spec Med Supply, Provider NA, Units 2 per Month, Dates 4/1/2020 - 6/30/2020, and Status Draft. Below the table is an 'Add Provider' button, which is highlighted with a red arrow. Another red arrow points from the 'Ancillary' tab to the 'Add Provider' button.

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. The ***Rate** field is the last data item to be added and will read **NA** initially. This is because when the SPA is saved eXPRS now 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.

The screenshot shows a form with fields: *Provider (a dropdown menu with the placeholder 'type to filter dropdown'), *Dates (two date pickers), *Units (a text input), and ***Rate** (a text input containing 'NA', highlighted with a red box and a red arrow). To the right of the *Rate field are 'Save' and 'Cancel' buttons.

- For Generic provider SPAs, be sure to include information on the vendor the payment will be routed to in the **Generic Provider Name** field. There is a 50-character limit in that text field.

The screenshot shows the same form as the previous one, but with an additional field: 'Generic Provider Name' (a text input field, highlighted with a red box). The 'Generic Provider' dropdown menu is also highlighted with a red box. The *Rate field remains highlighted with a red box and a red arrow.