

## How to Update Weekly Employment Hours in POC

(CDDPs/Brokerages/CIIS)

*(updated 5/18/2022)*

eXPRS Plan of Care (POC) uses the **Weekly Employment Hours** limits to ensure that employment services authorized & billed **do not exceed** the amount of services available to the individual, per their individual support plan (ISP) and current I/DD waiver limits for employment services.

The below services reconcile to the **Weekly Employment Hours** limit for SPAs and SD billing entries, regardless of the service element they are authorized/billed under:

- **OR401/W5** – Job Coaching/initial
- **OR401/W6** – Job Coaching/ongoing
- **OR401/W4** – Job Coaching/maintenance
- **OR401/S1** – Job Coaching/self employed
- **OR401/WV** – Job Coaching/initial without VR services
- **OR541/W1** – Employment Path/facility
- **OR541/R1** – Employment Path/1:1 facility
- **OR541/ZH** – Employment Path/2:1 single provider facility
- **OR541/ZF** – Employment Path/2:1 both 1 Agency facility
- **OR541/W2** – Employment Path/community
- **OR541/RC** – Employment Path/1:1 community
- **OR541/ZE** – Employment Path/2:1 single provider community
- **OR541/ZC** – Employment Path/2:1 both 1 Agency community
- **OR541/RS** – 1:1 solo community
- **OR543/W2** – Small Group Employment/community
- **OR543/RC** – Small Group Employment/1:1 community
- **OR543/ZE** – Small Group Employment/2:1 single provider community
- **OR543/ZC** – Small Group Employment/2:1 both 1 Agency community

**Some important things to keep in mind about the POC Weekly Employment Hours limits:**

- **Start and End dates for the Weekly Employment Hours limit segments must align with a calendar week.** When adding additional **Weekly Employment**

- **Hours** limits with new date ranges, those date ranges must start/end with dates that correspond to a Sunday – Saturday calendar week.
    - The old segment must end on a Saturday
    - The new segment must begin on a Sunday
  - ➔ **IMPORTANT:** This can be challenging if the **Weekly Employment Hours** limit change is intended to occur on a date that does not fall on a Saturday/Sunday break. Some analysis will be needed to determine which Saturday/Sunday dates will best support the limit change desired.
  - All the employment services authorized in a POC will list a weekly hour limit for that service that can be equal to/less than the **Weekly Employment Hours** limit for the POC. But the **combination** of all employment services billed for a week cannot exceed the **Weekly Employment Hours** limit for the Plan of Care. This will allow for flexibility for the individual to receive a varying combination of services, up to the overall weekly limit set.
  - **Depending on the Weekly Employment Hours limit set for the Plan of Care,** some employment services may be allowed or disallowed based on the limit entered for that date range. This is to ensure that employment services in the POC align with the I/DD waiver specifications.
    - Weekly Hours Limits of **25 hours per week or less** will allow for the authorization of any/all of the below hourly employment services, in combination or alone.
      - **OR401-Job Coaching**
      - **OR541-Employment Path**
      - **OR543-Small Group Employment**
    - Weekly Hours Limits of **26 - 40 hours per week** will allow for the authorization of **OR401-Job Coaching ONLY**.
  - While services under code **OR542-Day Support Activities** may be authorized in conjunction with hourly employment services, these services do not reconcile to the **Weekly Employment Hours** limits. **OR542-DSA** is an attendant care type service, and as such, reconciles to the **Monthly Assessed Attendant Care** hours limit in the Plan of Care.
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## How to update **Weekly Employment Hours** limits in a POC:

1. Log in to eXPRS. If users have more than one organization log in option, they will need to be logged in as shown below:

- CDDPs use **Local Authority**

**Login**

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

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

- Brokerages use **Contractor**

**Login**

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

<b>Login Name:</b>	<input type="text" value="userID"/>
<b>Password:</b>	<input type="password" value="••••••••"/>
<b>Organization/Program Area:</b>	<input type="text" value="CME Brokerage (Contractor)"/>

2. From the left-hand navigational menu, click on **Plan of Care** → **Plan of Care** to search for the POC that needs **Weekly Employment Hours** limits added or updated.

<b>Client</b>	▶ <b>Home</b>
<b>Provider</b>	▶ <b>My Notifications</b>
<b>Contracts</b>	▶ <b>Filter by Type</b>
<b>Prior Authorization</b>	▶ <b>All Not</b>
<b>Plan Of Care</b>	▶ <b>Plan Of Care</b>
<b>Claims</b>	▶ <b>Service Delivered</b>
<b>CM/PA TCM Billing</b>	▶ <b>Travel Time</b>
<b>Liabilities</b>	▶ <b>Reports</b>

- Once in the **Find Plan of Care** page, enter the criteria needed to search for the POC needed. Searching by the individual's prime number will likely be the easiest method. Click **Find** to search.

**Find Plan of Care**

Plan ID:

Client Prime: XYZ0000A

Service Element: All

Plan Begin:   Overlap  Contain  Exact

Plan End:   Overlap  Contain  Exact

DHS Contract Num:

Status:

Max Displayed: 25

- From the list of POCs returned, click on the **blue Plan ID** number for the POC needed to open it.

Status:

Max Displayed: 25

Export options: CSV | Excel | PDF | RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
29****15	xyz0000a	FISHER BOATMAN		04/01/2019	03/31/2020	Accepted
36****84	xyz0000a	FISHER BOATMAN		04/01/2020	03/31/2021	Accepted
42****29	xyz0000a	FISHER BOATMAN		04/01/2021	03/31/2022	Accepted

- With the POC open, click on the **Plan Overview** tab. The tab will fill with color to show it has been selected. Then click **Edit** to open the POC.

**Plan of Care**

Plan Id: 42\*\*\*\*29      Plan Dates: 4/1/2021 - 3/31/2022

Client Name: FISHER BOATMAN      Client Prime: xyz0000a

Plan Status: Accepted

**Monthly Assessed Attendant Care/Skills Training Hours**

Dates	Hour Limit
4/1/2021 - 3/31/2022	157.00

Add Ons

Notes

- With the POC now open for edits, you can add the **Weekly Employment Hours** information needed.
- If adding **Weekly Employment Hours** for the first time, simply click on the **Add** button in the **Weekly Employment Hours Approved per ISP** section.

**Plan of Care**

Plan Id: 42\*\*\*\*\*29      Plan Dates: 4/1/2021 - 3/31/2022  
 Client Name: FISHER BOATMAN      Client Prime: xyz0000a  
 Plan Status: Accepted

Delete   Done

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

Plan Dates: 9/1/2020 - 8/31/2021   Update

**Monthly Assessed Attendant Care/Skills Training Hours**

Dates	Hour Limit
9/1/2020 - 8/31/2021	74.00

Add   Edit

**Weekly Employment Hours Approved per ISP**

Add

- With the **Weekly Employment Hours** section open, add the appropriate information, and then click **Save** to save the information entered.

**Plan of Care**

Plan Id: 42\*\*\*\*\*29      Plan Dates: 4/1/2021 - 3/31/2022  
 Client Name: FISHER BOATMAN      Client Prime: xyz0000a  
 Plan Status: Accepted

Delete   Done

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	74.00

**Weekly Employment Hours Approved per ISP**

Dates	Hour Limit	Supported Employment Only
9/1/2020 - 8/31/2021	25.00	<input type="checkbox"/>

Save   Cancel

- If updating existing **Weekly Employment Hours** limits to add a new limit segment, click on **Add** below the current segment(s).

**Plan of Care**

Plan Id: 42\*\*\*\*\*29      Plan Dates: 4/1/2021 - 3/31/2022  
 Client Name: FISHER BOATMAN      Client Prime: xyz0000a  
 Plan Status: Accepted

Delete   Done

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

Plan Dates: 9/1/2020 - 8/31/2021   Update

**Monthly Assessed Attendant Care/Skills Training Hours**

Dates	Hour Limit
9/1/2020 - 8/31/2021	74.00

Add   Edit

**Weekly Employment Hours Approved per ISP**

Dates	Hour Limit	Supported Employment Only
9/1/2020 - 8/31/2021	25.00	NO

Add   Edit

10. A new segment row will appear, along with a blank field to update the **End Date** of the previous segment.

**Plan of Care**

Plan Id: 42\*\*\*\*\*29      Plan Dates: 4/1/2021 - 3/31/2022  
 Client Name: FISHER BOATMAN      Client Prime: xyz0000a  
 Plan Status: Accepted

Done

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

**Monthly Assessed Attendant Care/Skills Training Hours**

Dates	Hour Limit
4/1/2021 - 3/31/2022	157.00

**Weekly Employment Hours Approved per ISP**

Dates	Hour Limit	Supported Employment Only
4/1/2021 - <input type="text"/>	25.00	<input type="checkbox"/>
- 3/31/2022	25.00	<input type="checkbox"/>

Save   Cancel

11. Add the end date needed for the previous segment. Remember, **this end date must be a Saturday**. The begin date of the new segment will then auto-update to be the next date (a Sunday).

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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
4/1/2021 - 3/31/2022	157.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2021 - 5/29/2021	25.00	<input type="checkbox"/>
5/30/2021 - 3/31/2022	25.00	<input type="checkbox"/>

Save Cancel

12. With the dates added, you can now update the hours limit for the segment needed.

- In this example, the **Hour Limit** for new segment added is updated to be for **40** hours per week for Supported Employment Only.

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
4/1/2021 - 3/31/2022	157.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2021 - 5/29/2021	25.00	<input type="checkbox"/>
5/30/2021 - 3/31/2022	40	<input checked="" type="checkbox"/>

Save Cancel

13. With the new segment added and Hours Limit information updated as needed, click **Save** to save the information.

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
4/1/2021 - 3/31/2022	157.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2021 - 5/29/2021	25.00	<input type="checkbox"/>
5/30/2021 - 3/31/2022	40	<input checked="" type="checkbox"/>

Save Cancel

14. If after clicking the **Save** button you receive the validation error **“Your request could not be completed because: New dates overlap existing plan line(s)”**, that means you have service Plan Lines/SPAs for employment services that overlap the new date ranges you entered.

**Plan of Care**

Your request could not be completed because: New dates overlap existing plan line(s)

Plan Id: 42*****29	Plan Dates: 4/1/2021 - 3/31/2022
Client Name: FISHER BOATMAN	Client Prime: xyz0000a
Plan Status: Accepted	

Done

You will need to toggle over to the **Community** tab in the POC and update the existing Plan Lines/SPAs to end them all as of the end date you wish to use on the existing **Weekly Employment Hours** segment to break it into a new segment.

Once your Plan Lines/SPAs are updated, you can return to the **Plan Overview** tab, and complete steps #9 – 13 above.

- With the new **Weekly Employment Hours** segments successfully added, you can toggle to the **Community** tab and add new employment service Plan Lines/SPAs that will use this new segment limit.

→ **REMEMBER:** your new employment service Plan Lines/SPAs will all need to use the same start date as the new **Weekly Employment Hours** segment you just entered.