eXPRS
Express Payment & Reporting System

How to Add an SE50 Adult Group Home
site to the POC Provider Panel
for CDDPs
(3/14/2022)

Beginning July 1, 2022, **SE50-Adult Residential** group home services will be authorized in eXPRS Plan of Care (POC). In order to successfully authorize **SE50-Adult Residential** services, the adult group home site provider record must first be added to your CDDP's POC Provider Panel.

The POC Provider Panel is a list of the providers (agencies, PSWs, Foster Care providers, consultants, etc) who are to be authorized to provide services to I/DD individuals via an eXPRS POC Service Prior Authorization (SPA). The provider panel establishes the relationship between the provider and your CDDP for POC/SPA authorized services. The panel populates the provider dropdown menus for your CDDP when you authorize services in an eXPRS POC/SPA.

To manage a CDDP's Provider Panel (add/remove or update listings), users must have the following eXPRS user role:
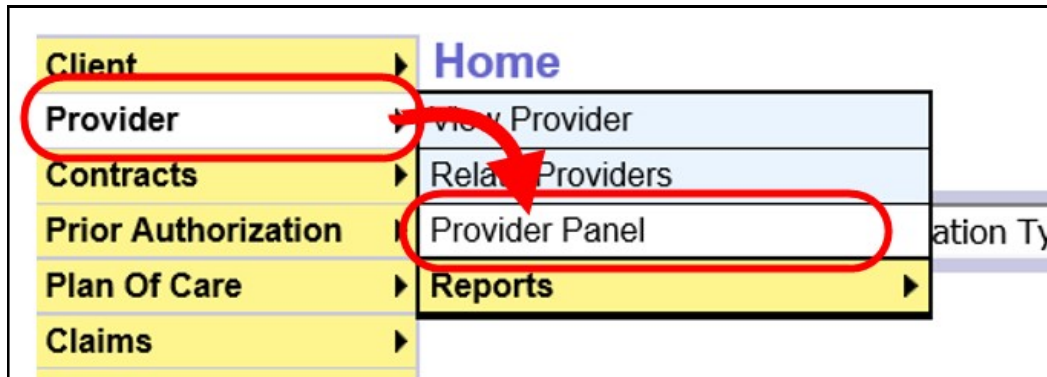- **Local Auth Provider Panel Manager**

To add a Host Home site to the POC Provider Panel:

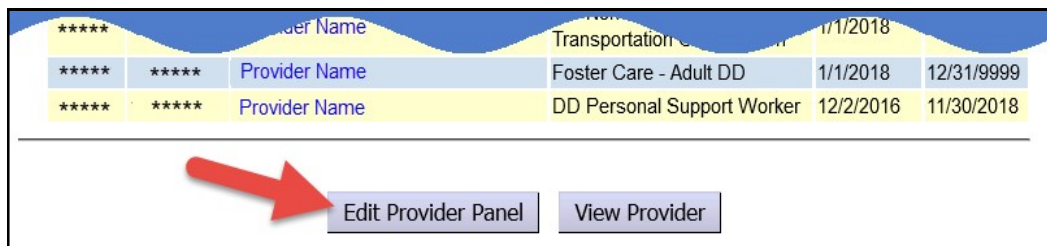1. Log in to eXPRS. If you have more than one organization log in option, use the Local Authority.

Login

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

You are in the Production environment

Login Name:	userID
Password:	•••••••••
Organization/Program Area:	County (Local Authority)

Forgot your password?   Submit

2. From the left-hand yellow navigational menu, click on **PROVIDER** ➔ **PROVIDER PANEL** to view your CDDP's POC provider panel.

3. Now in the **Provider Panel Members** page, scroll to the bottom and click on the **Edit Provider Panel** button.

4. The **New Provider Panel Member** section will open. Use this section to search for and add a provider record to your POC panel.

5. Click on the binocs to search for adult group home site records. This will take you to the **Find Provider** page, where you can search for the specific adult group home site you wish to add.

6. In the **Find Provider** page, enter the search criteria shown below:

    - **Last/Business/Tax Name** = the **NAME** of the agency who runs the specific group home site you need.
    - **Provider Type & Specialty =** number **89-825.** When the dropdown list filters to that option, click on that option to highlight/select it.

    Then click **Find** to search.

7. From the results list *(if any returned)*, click on the blue Display Name for the adult group home site you wish to add to your panel.

→ *WARNING* – <u>SELECT RECORDS CAREFULLY!!</u>

Agency providers may have multiple adult group home site records. Review the results carefully to sure you are selecting the correct group home site record needed.

10. Once a record is selected, you will then be returned to the **New Provider Panel Member** section with that site record information pre-populated.

11. In the **Dates** fields, enter the date range the provider record is to be active on your POC panel, then click **Save Panel Members** to save this record to your panel. For an ongoing, infinity date range, use ***12/31/9999*** as the end date.

12. Repeat steps #5 – 11, to add additional Host Home sites needed to your panel, as needed.

Provider Type/Specialty Number	Official Provider Type/Specialty Name	Common Name
89-825	DD Living Facilities – Residential Care Facility DD Adult	Adult Group Homes