

## 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**

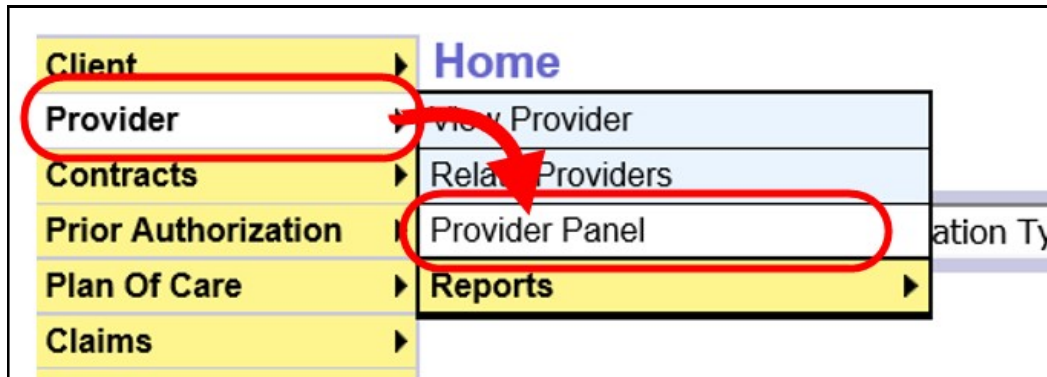
### To add a Host Home site to the POC Provider Panel:

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

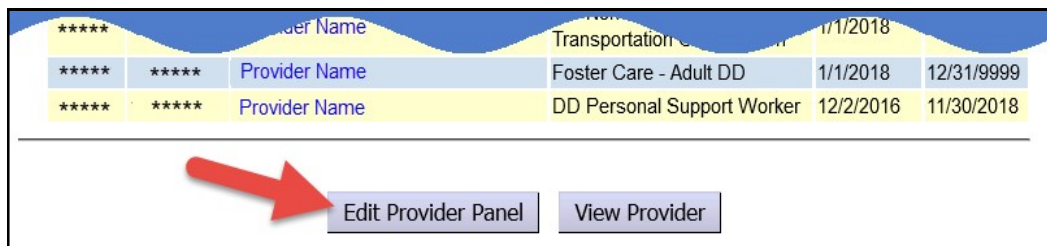
**Login**  
Password accepted. Choose your organization and/or program area for this session.  
**You are in the Production environment**

<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="County (Local Authority)"/> 
<a href="#">Forgot your password?</a>	<input type="button" value="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.

**New Provider Panel Member (Enter Provider ID or Search)**

SPD Provider ID:

Provider Name:

Dates:  —

Save Panel Members View Provider 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.

**New Provider Panel Member (Enter Provider ID or Search)**

SPD Provider ID:

Provider Name:

Dates:  —

Save Panel Members View Provider Panel

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.

**Find Provider**

**Record Type:** ☒ eXPRS Only ☐ Include Inactive

**SPD Provider ID:**

**eXPRS Provider ID:**  ☐ Include Service Locations

**Last/Business/Tax Name:**  ☒ Last ☒ Business ☐ Tax ☐ Soundex

**First Name:**

**D.O.B.:**

**Provider Type & Specialty:**    
 Select...   
**DD Living Facilities**   
 89-825 Residential Care DD Adult

**Verification Status:**

**Email Address:**

**Phone:**

**Max Displayed:**

**Find** **Reset**

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.

**Find** **Reset**

Type	eXPRS Prov ID	SPD Prov ID	Display Name	Prov Type & Specialty	Verification	Beds	Program Start	Program End	Program Status
Service Location	1***0	1****8	AGENCY PROVIDER SE50 123 Any Street	DD Living Facilities - Residential Care DD Adult	OMAP Number Issued	5	7/1/2003	12/31/9999	A
Service Location	1****7	1****1	AGENCY PROVIDER SE50 987 Other Ave NE	DD Living Facilities - Residential Care DD Adult	OMAP Number Issued	5	7/1/2003	12/31/9999	A

→ **WARNING – SELECT RECORDS CAREFULLY!!**

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.

**New Provider Panel Member (Enter Provider ID or Search)**

SPD Provider ID: 1\*\*\*\*8

Provider Name: AGENCY PROVIDER SE50 123 Any St

Dates: —

Save Panel Members View Provider Panel

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.

**New Provider Panel Member (Enter Provider ID or Search)**

SPD Provider ID: 1\*\*\*\*8

Provider Name: AGENCY PROVIDER SE50 123 Any St

Dates: 7/1/2022 — 12/31/9999

Save Panel Members View Provider Panel

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