How to Create & Submit Service Delivered (SD) Billings for for Daily Residential Services in eXPRS against Multiple Service Authorizations

Agency Providers
(5/13/2022)

Beginning July 1, 2022, **SE50-Adult Group Home** residential services will migrate from a **MONTHLY** to a **DAILY** service and will move being authorized in an individual's Plan of Care (POC).

SE142-Children's Group Home and **SE152-Children's Host Home** services transitioned to entering DAILY SD Billing entries on 5/1/2022.

This guide will outline the process for billing for DAILY Residential Services (Adult GH, Child GH & Host Home) services **against multiple individual authorizations at a time** using Service Delivered (SD) billing entries. ***This SD billing process for DAILY residential services will be the same for all***.
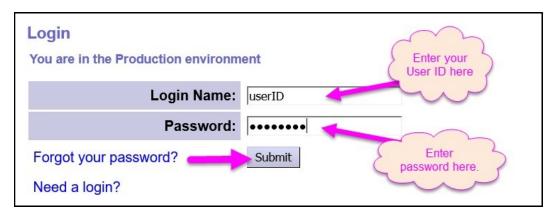
Important things to note when using this billing method:

- If you have absences from services to report for an individual, ***bill for that individual first***, individually using the **Create Service Delivered by Single Authorization** page. Once done, you can bill for the remaining individuals together using the below process.

- This billing process is only for individuals receiving Daily residential services (*SE50-Adult Group Homes, SE142-Children's Group Homes and/or SE152-Children's Host Homes*). However, there is no system need to bill by a specific service element with this process; you can bill SE50, SE142 and/or SE152 individuals together at the same time, if desired.

- While you can bill for multiple services dates at one time with this process, this process is limited to **billing for services dates within a single calendar month at one time**. ***For example:*** if you have billings for services dates in both July & August to enter, you'd need to use the process twice. Once to bill for the services dates in July, then again to bill for service dates in August.
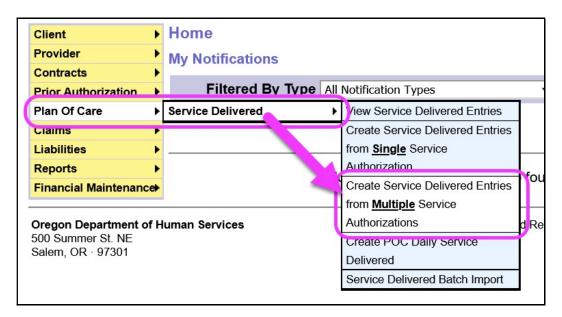
- This billing process ***will not*** change the processes for providers to collect/receive **Room & Board** and/or **Service Contribution** (aka: "offset") amounts each month from the payees for the individuals they serve. The process for these payments has not changed.

To create/submit SD Billings for DAILY Residential services for Multiple individuals at one time:
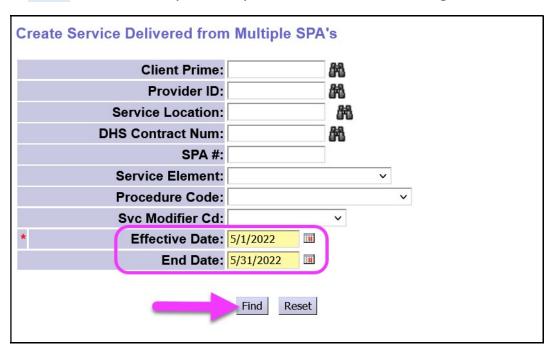
1. Log in to eXPRS.

2. From the left-hand, yellow navigation menu, click on *Plan of Care* → *Service Delivered* → *Create Service Delivered Entries from Multiple Service Authorization*.
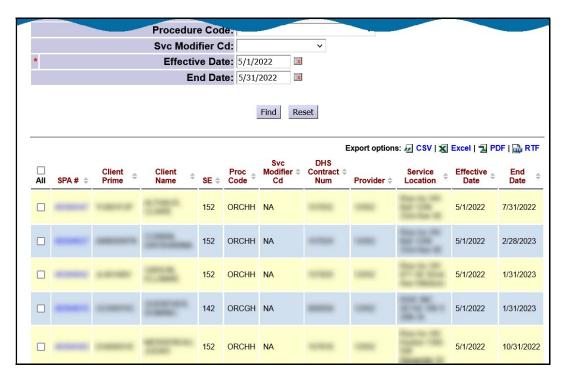

3. In the **Create Service Delivered from Multiple SPAs** search page, search for your Daily Residential service authorizations that are active & ready to be claimed against. eXPRS will default the date range to be the current month, but you can be changed as needed. No other search criteria are needed unless you want to return more specific search results.

Click **Find** to search for your Daily Residential SPAs to bill against.

5. Any active authorizations ready to bill that meet the search criteria entered will return in a results list below.

6. To bill for multiple individuals, simply check the box next to that individual's authorization (or check All) to select them for billing.
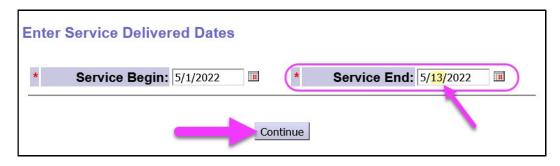
Then click **Continue** at the bottom of the page.

7. You'll now be in the **Enter Service Delivered Dates** page. The date range for the daily SDs you are about to create is pre-populated using the date range from the previous search page.

   - _**Please note**_: future dated billing is still not allowed, so you may need to adjust the **Service End** date. You can bill up to the current date. _Draft_ SD billings will be created for each date in the date range entered for each individual whom you selected on the previous page.

     **The date range entered will apply to ALL individuals selected in the previous page.**

   Click **Continue** to create your _draft_ SD billings.

8. Once the creation process is completed you will be shown a results list on the **Service Delivered Draft View** page, listing all the draft SD billings that have been created for you.

   Key things to know about *draft* SD billings created:
   - ***Draft*** SDs will only be created for service dates that fall within the date range of the SPAs being billed against.

   - The system will not create an additional ***draft*** SD billing if it finds another SD billing for that individual/service/service date.

   - You cannot submit your ***draft*** SDs from this page. See step #9 below.

   Service Delivered Draft View

SPA #	Prime	Client Name	Service Location	SE	Proc Code	Mod	Service Date	SD Status	Error Message
				152	ORCHH	NA	05/06/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/07/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/08/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/09/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/10/2022 12:00 AM PDT	Draft	

9. Once you have created your ***draft*** SD billings, you will need to use the **View Service Delivered** page to find and then submit them.

   Instructions on how to find and submit a batch of ***draft*** SD billings can be found in the How to Submit Service Delivered (SD) Billings as a Batch in eXPRS/POC – Agency Providers guide available on the eXPRS Help Menu.

10. When submitted, for SD billings that *do not move* to a status of ***approved***, providers can use the POC SD Billing Problem Solving Matrix on the eXPRS Help Menu to assist in troubleshooting.