

Creating a Client Prior Authorization

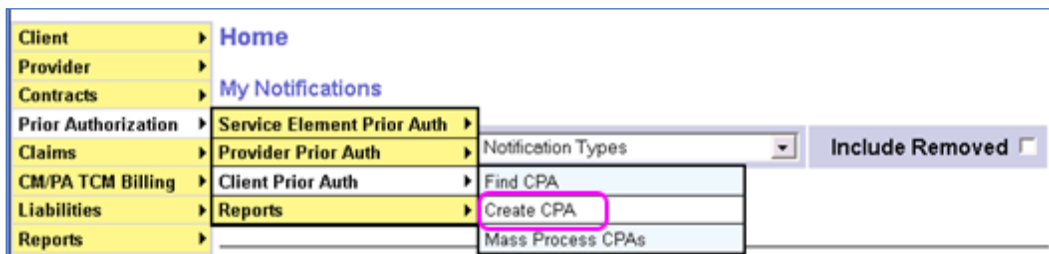
A Client Prior Authorization (CPA) is used to authorize a provider to deliver services for an individual. The CPA is created and submitted by the Case Management Entity (CME) and must reach **Accepted** status before a provider can submit claims for payment.

Users must have one of the following roles to complete this work:

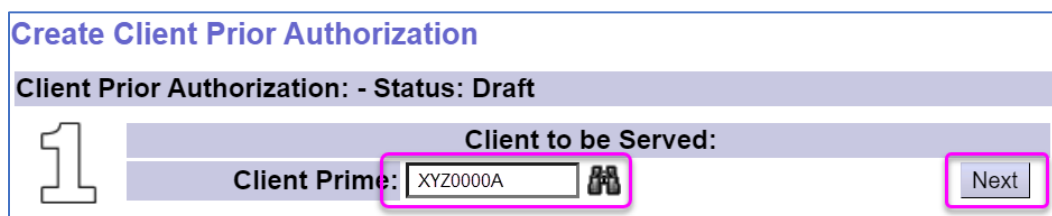
- CPA Manager
- CPA Preparer

Creating a CPA in eXPRS

1. Login to eXPRS. If you have multiple **Organization/Program Areas**, use the appropriate role for the work you are doing.
2. Select **Prior Authorization** then **Client Prior Auth** then **Create CPA**.



3. The **Create Client Prior Authorization** page has five sections. In Section 1, search for or enter the **Client Prime** and then select **Next**.



4. In Section 2, select the **Service Element**, **Proc Code** and **Svc Modifier Code** for the service, then select **Next**.

Client Prior Authorization: - Status: Draft

1 **Client to be Served:**

Client Prime: XYZ0000A **Client Name:** DEMO INDIVIDUAL

2 **Service to be Provided:**

Service Element: **Proc Code:** **Svc Modifier Cd:** All

5. In Section 3, select the **Provider ID** for the provider of the service, then select the **Next** button to access more fields that apply to the service. Complete these fields (which may vary depending on the service) and select **Next**.

3 **Provider of Service:**

Provider ID:

3 **Provider of Service:**

Provider:	Case Management Provider	Provider ID:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
City/State:	<input type="text"/>		
Brokerage Request Date:	<input type="text"/>		
Assigned Brokerage:	CDDP CM only		<input type="button" value="Next"/>

6. In Section 4, select the **DHS Contract Number** that applies for the service, then select **Next**.

4 **DHS Contract Funding Services:**

DHS Contract Num: County

7. In Section 5, enter the **Effective Date** (the first date of service authorization) and the **End Date** (the last date of the service authorization) for the individual's service, then select **Next**.

4 **DHS Contract Funding Services:**

DHS Contract Num: **Contractor:** County

5 **Rate and Duration of Services:**

Effective Date: **End Date:** **Ongoing:** Y

Tip: If the service is expected to be ongoing, enter the last day of the biennium in the **End Date** field and select "Y" in the **Ongoing:** field. If not, select the appropriate End Date and "N".

8. Enter information into the **Unit Type**, **Units**, and **Rate** for the service (this may auto-fill depending on the service). Add notes if needed, and then select **Next**.

5

Rate and Duration of Services:		
Effective Date:	07/01/2021	End Date: 06/30/2023
Unit Type:	Days	Units: 1
Notes:		
Add Notes:	Add notes here. They will appear above in the "Notes" section.	

9. Select the **Save** button. If you are a **CPA Manager** role, you may select **Submit** to activate the CPA in the system.
10. Review the status of the CPA (if needed).
- Accepted:** The CPA is active, and no further action is needed.
 - Pending:** The CPA requires review & acceptance by ODDS State.
 - Draft:** The CPA did not submit and may require troubleshooting. Refer to the applicable *Client Prior Authorization Problem Solving Matrix*, available on the eXPRS Help Menu.