

Creating a NEW DD Eligibility Enrollment (DDEE) Form

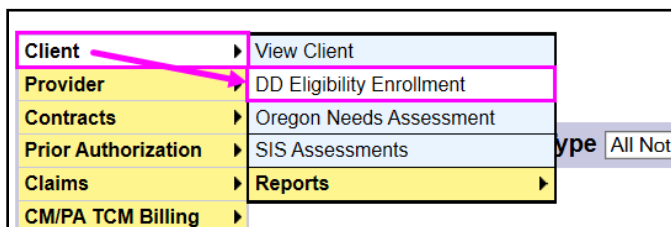
The DD Eligibility and Enrollment (DDEE) process allows CME staff to communicate Eligibility and Enrollment Information directly with ODDS. For full details on the ODDS policies and procedures for when creation and submission of a DDEE (0337) form is now needed, please see the **DD Eligibility and Enrollment (DDEE/0337) Worker Guide**.

Users will need to be assigned one of the following roles to do this DDEE (0337) form work:

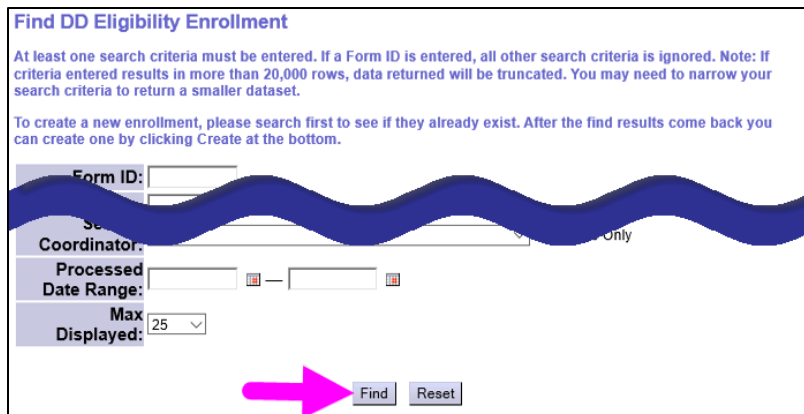
- Eligibility Enrollment Preparer
- Eligibility Enrollment Processor

Creating a New DD Eligibility and Enrollment Form

1. Log into eXPRS under the **Case Management (Provider)** role. From the left navigation, select **Client > DD Eligibility Enrollment**.



2. On the **Find DD Eligibility Enrollment** screen, select the **Find** button. This will cause the Create button to appear. You can also use search criteria see if there is an existing DDEE (0337) form for the individual you want to submit information for.



3. Select the **Create** button to create a new DDEE (0337) Form.

Find Reset

No eligibility enrollments that match the search criteria were found

Create

5. A search pop-up will appear. You can enter criteria to find individual for whom you want to create a new DDEE (0337) form.

Choose the client to enroll.

At least one search criterion must be entered. When searching by name only, either the first name or last name (or both) must be present, and contain only alphabetic characters. If a name search would return too many results, additional criteria are required.

Last Name:

First Name:

Birth Date:

Gender: Unspecified

Client Prime: xyz0000a

Max Displayed: 25

Find Cancel

TIP: For more information on how to create a DDEE (0337) form for an individual who does not have a Prime Number, see the guide: *Creating a New DD Eligibility Enrollment Form for an Individual Without a Prime.*

6. From the results list, select the individual's **Last Name** hyperlink.

Client Prime: xyz0000a

Max Displayed: 25

Find Cancel

Last Name	First Name	Middle Initial	Title	Name Type	Birth Date	Deceased	Date of Death	Gender	Client Prime	Prime Type
Flowers	Daisy			P	mm/dd/yyyy	No		F	xyz0000a	P

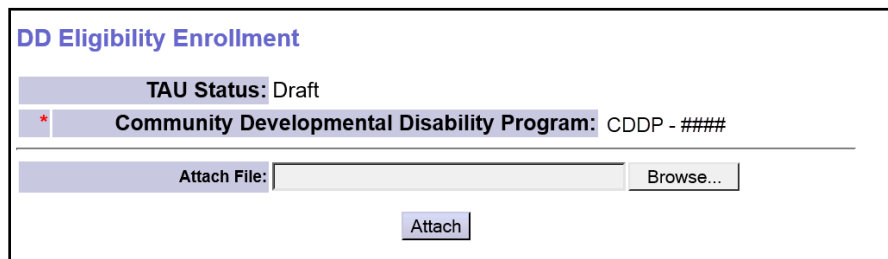
New Client/Prime Needed

7. You will be taken to the **DD Eligibility Enrollment** screen, and the individual's information will pre-populate. See Appendix A for a breakdown of each field on this page, and how to complete it.

Appendix A: DD Eligibility Enrollment Sections

The Top Section

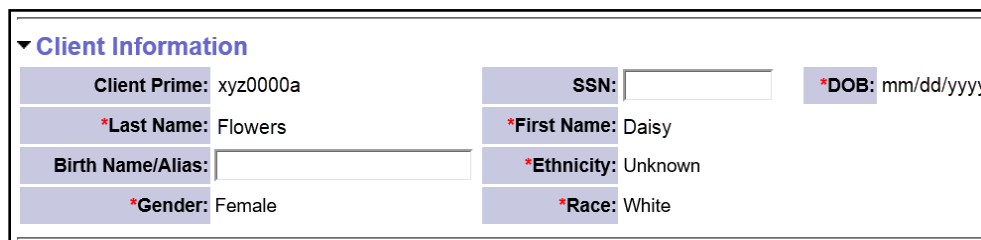
Shows the status of the form, your CME information, and allows you to upload any supporting documents needed.



The screenshot shows the top section of the DD Eligibility Enrollment form. It includes a title 'DD Eligibility Enrollment', a 'TAU Status' field with the value 'Draft', a required field for 'Community Developmental Disability Program' with the value 'CDDP - ####', an 'Attach File' section with a text input and a 'Browse...' button, and an 'Attach' button at the bottom.

Client Information Section

This information should be pre-populated after you searched for the individual needed. You can also add a Social Security Number or another name/alias.



The screenshot shows the Client Information section of the form. It includes a dropdown for 'Client Prime' with the value 'xyz0000a', an 'SSN' field, a required 'DOB' field with the format 'mm/dd/yyyy', a required '*Last Name' field with the value 'Flowers', a required '*First Name' field with the value 'Daisy', a 'Birth Name/Alias' field, a required '*Ethnicity' field with the value 'Unknown', a required '*Gender' field with the value 'Female', and a required '*Race' field with the value 'White'.

Enrollment Plan Service

From the **Plan** dropdown, you can select the service plan option the individual is enrolling in, along with the **Start Date** of that enrollment. Leave the **End Date** blank if this is a current enrollment and expected to be ongoing.

*** Enrollment Plan Service**

*** The earliest date of enrollment for paid services is the start date of the ISP. The enrollment date cannot be the date of the case management's face-to-face LOC evaluation and signature unless the individual also has Medicaid and there is an authorized ISP in place. If DHS does not approve the LOC for any reason, you must submit a funding request.

Plan	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

This enrollment information is necessary so the DD TAU can add the correct service eligibility for the individual. You can click **Add** to add more service enrollment lines/rows as needed.

The dropdown options for CDDPs under **Plan** are:

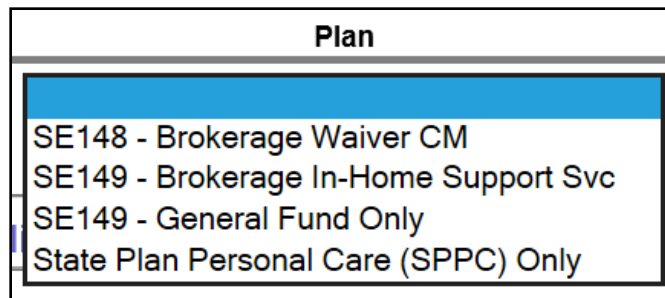
Plan

- Admin Exam Coding Request
- Intake Only - Prime Needed
- SE48 - CDDP Waiver CM
- SE49 - CDDP In-Home Support Svc
- SE50 - Adult 24hr Residential Facilities
- SE51 - Supported Living Services
- SE53 - Transportation Services
- SE54 - Employment Services
- SE141 - SACU fka State Operated Community Program
- SE142 - Children's 24hr Residential Program
- SE150 - Family Support Services for Children
- SE151 - In-Home Supports for Children
- SE158 - DD Adult Foster Care
- SE258 - DD Children Foster Care
- State Plan Personal Care (SPPC) Only
- General Fund - In-Home Adults/Children
- General Fund - Other
- General Fund - Residential Placement

- **Admin Exam Coding Request:** Used to request coding for the individual to receive an Admin Exam for eligibility determination purposes.
- **Intake Only - Prime Needed:** Used to request a Prime # for individuals who do not have a Prime Number.
- **SE48 - CDDP Waiver CM:** Used for enrollment of an individual who is receiving TXIX Medicaid eligibility via the 300% Rule or PMDDT determinations and need monthly contacts to maintain their TXIX eligibility.
- **SE49 - CDDP In-Home Support Services**
- **SE50 - Adult 24-Hour Residential Facilities**
- **SE51 - Supported Living Services**
- **SE53 - Transportation Services:** Used to enroll the individual into SE53 CPA Transportation and not Plan of Care authorized transportation.
- **SE54 - Employment Services**
- **SE141 - SACU fka State Operated Community Program**

- **SE142 – Children’s 24-hr Residential Program**
- **SE150 – Family Supports for Children**
- **SE151 – In-Home Supports for Children**
- **SE158 – DD Adult Foster Care**
- **SE258 – DD Children’s Foster Care**
- **State Plan Personal Care (SPPC) Only:** Used for individuals who are eligible for and will be receiving State Plan Personal Care (SPPC – OR502) services ONLY.
- **General Fund – In-Home Adults/Children:** Used for enrollment to any In-Home services when the individual has an exception approved for 100% GF funded services or during the NOPA appeal request period.
- **General Fund – Other:** Used for enrollment to any other service type when the individual has an exception approved for 100% GF funded services or during the NOPA appeal request period.
- **General Fund – Residential Placement:** Used for enrollment to any Residential Placement services (GH, Supported Living, Foster Care) when the individual has an exception approved for 100% GF funded services or during the NOPA appeal request period.

The dropdown options for Brokerages under **Plan** are:



- **SE148 – Brokerage Waiver CM:** Used for enrollment of an individual who is receiving TXIX Medicaid eligibility via the 300% Rule or PMDDT determinations and need monthly contacts to maintain their TXIX eligibility.
- **SE149 – Brokerage In-Home Support Services**
- **SE149 - General Fund Only:** Used for enrollment to any In-Home services when the individual has an exception approved for 100% GF funded services or during the NOPA appeal request period.
- **State Plan Personal Care (SPPC) Only:** Used for individuals who are eligible for and will be receiving State Plan Personal Care (SPPC – OR502) services only.

Additional Information to Assist the State with Processing

A note field of up to 500 characters used to communicate with the Technical Assistance Unit.

▼ **Additional Information to Assist the State With Processing (0/500)**

Use this section to add any notes or additional information that will help communicate the enrollment action you are submitting on the form.

Bottom of the Form

Contains a drop-down menu for the Service Coordinators or Personal Agents associated with your CME. This defaults to the user's name if they have the Service Coordinator or Personal Agent user role. However a different SC or PA assigned to the individual can be selected from the dropdown menu, if needed.

There are the also **action buttons** available below the name dropdown to use once the form has been completed.

SC/PA: CME staff name - Case Management Provider ▼

- **Close:** Closes the screen. If you have not yet saved the page, all data will be lost.
- **Reset:** Clears the form and takes you back to search for an individual.
- **Submit:** Creates a Form ID # and submits the completed form to Technical Assistance Unit for processing. The CME can withdraw this DDEE (0337) form while the **TAU Status** is **Received**.
- **Save:** Save the form in **Draft** status and creates a Form ID #.

For information on updating previously completed DDEE (0337) forms, see the guide: *Finding and Updating Eligibility and Enrollment Forms*.