

## eXPRS STATUS Definitions

*(updated 10/14/2021)*

There are many components in eXPRS that have a status associated with them (*for example*: CPAs, SEPAs, POCs, SD billing entries or claims). Below are the different statuses found in eXPRS and the definition of what that status level means.

**Regarding ‘delete’:** delete is not a status, but an action taken on a **draft** item. Only items in **DRAFT** status can be deleted, which erases the item from the system completely. Once an item has moved out of **draft** to another status level it cannot be deleted; it must be voided, rejected, or withdrawn.

<b>Status</b>	<b>Definition</b>
<b>Accepted</b>	a status that is used in the service prior authorization structure of eXPRS (SEPAs, PPAs, CPAs, and POCs, SPAs). It means that the item it refers to is <i>now active in the system</i> ; the funding limitation can be used or the service listed in the authorization can be provided and billed.
<b>Approved</b>	a status used in the billing/claims structure. <ul style="list-style-type: none"><li>• <b><u>For Service Delivered (SD) billings</u></b> - it has been submitted in the system and has successfully cleared all system validation edits and is <i>ready to be aggregated into a claim for payment</i>;</li><li>• <b><u>For claims for payment</u></b> - the claim has been successfully created and submitted in the system and has passed all validation edits rules. <i>Payment will be processed for the claim amount</i> (minus any applicable liabilities).</li></ul>
<b>Assigned</b>	a status used specifically for the Budget Allocation (BA) line feature. The BA line is assigned and part of a SEPA.
<b>Denied</b>	a status used in the billing/claims structure. A Service Delivered (SD) billing and/or a claim for payment for services has been submitted in the system but has encountered a system validation edit rule prohibiting further processing. <b>No</b>

*payment will be issued for an item* (SD billing entry or claim) *that is denied.*

- Draft** a status that is used throughout eXPRS – applies to an item that has been created/entered and saved in the system, but not submitted. It is awaiting submission by a user. *A draft item is not active.*
- Executed** a status used specifically in the Program Area Limitation (PAL) structure. The PAL has been activated in eXPRS, and the contract is now fully executed and in effect for the contract period.
- Proposed** a status used specifically in the Program Area Limitation (PAL) structure. The PAL is being created in the system and is awaiting receipt of the signed copy of the IGA or contract back from DHS’ contracting partner.
- Pending** a status that is used in both the prior authorization (SEPAs, PPAs, CPAs, and POCs, SPAs) and the Service Delivered (SD) billing structures of eXPRS.
- **For prior authorizations** - the authorization has been submitted to the system, but has encountered a system validation edit rule preventing full acceptance. A **pending** authorization item *must be reviewed and approved by a higher level user* (such a manager or ODDS) *before moving on to accepted status.*
  - **For Service Delivered (SD) billings** – the billing has been submitted by the provider, but *must first be reviewed by the entity that authorized the service* (CDDP, Brokerage or State). When reviewed, the SD billing will be either move to **approved** status for payment, or **rejected** and not paid.
- Pending Review** a status used for the Service Element Prior Authorization (SEPA) and Provider Prior Authorization (PPA) features. The SEPA or PPA work has completed and the item has sent it on for its first level of internal review.

## Pending Approval

a status used for the Service Element Prior Authorization (SEPA) and Provider Prior Authorization (PPA) features. The SEPA or PPA has moved through the first level of submission and review, and is now waiting for the next level user for approval.

## Pending Acceptance

a status used for the Service Element Prior Authorization (SEPA) and Provider Prior Authorization (PPA) features. The SEPA or PPA has been approved by ODDS and has been submitted to the LA or Contractor for their review and acceptance/rejection.

## Ready

a status used for the Budget Allocation (BA) line feature. The BA line has been reviewed by the CAU and is now ready to be put into a SEPA.

## Reported

a status used for Daily residential service claims (Children's Group Home and Host Home services) where the provider billed and noted the individual was absent from service. ***Claims with a status of reported are informational only and will not generate payment to the provider.***

## Rejected

a status used in the SEPA/PPA and the Service Delivered (SD) billing structures.

- **For SEPA/PPA** – the item has been reviewed and rejected by the CDDP, Brokerage or Provider. ODDS will need to address any issues or corrections necessary and begin the SEPA/PPA development process again.
- **For Service Delivered (SD) billings** – the CDDP, Brokerage or State has reviewed and rejected the SD billing that was submitted by the Provider for payment. The reason for rejection will be attached to the SD billing. ***A rejected SD billing is not active, and will not be paid.*** A new billing may be created and submitted as a replacement to a rejected billing, if needed.

<b>Submitted</b>	an item in eXPRS has been created and submitted to the next level of processing, but encountered a system interruption before it could be processed.
<b>Suspended</b>	<p>a status used in the billing/claims structure. A SD billing entry or claim for payment has been created and submitted in the system, but encountered a system validation edit rule stalling further processing. <b>A suspended item cannot proceed to the next processing step until the reason for the suspension is resolved.</b> There will be an exception reason(s) listed for a suspended item explaining the validation error it encountered.</p> <ul style="list-style-type: none"> <li>• <b><u>For SD billings</u></b> that are <b>suspended</b> – <b>will not be aggregated into claims</b> or sent to the CDDP, Brokerage or State for review <b>until the suspense issue is resolved.</b></li> <li>• <b><u>For claims</u></b> that are suspended - <b>payment will not be issued</b> for a <b>suspended</b> claim <b>until the issue causing the suspension has been resolved.</b></li> </ul>
<b>Suspended (for reason “Fails prior auth limit; insufficient funds [\$0.00 for mm/dd/yyyy] for rationed provider”)</b>	<p>applies specifically to CM RFFS claims; <b>means that the RFFS claim was submitted, but has not yet been processed for payment.</b> This suspense reason means the claim is either new and not yet been through one of the two monthly RFFS payment processing cycles, or it has been processed, but the RFFS payment cap has been met and no additional funds available to pay it (eg: suspended due to ‘insufficient funds’).</p>
<b>Terminated</b>	a status used specifically in the Program Area Limitation (PAL) structure. The PAL and contract have been ended/terminated prior to the end of the contract period.
<b>Void</b>	<p>a status that is used throughout eXPRS – applies to an item that had been previously created, submitted and moved out of draft status, then later voided. <b>A voided item is no longer active.</b></p> <ul style="list-style-type: none"> <li>• <b><u>For service authorizations that have been billed/claimed against</u></b>, those billings and/or claims will need to be voided or deleted prior to voiding the corresponding authorization.</li> </ul>

- **For claims that have been paid** – a liability amount will be created for the provider in the amount of the paid claim(s) that are voided. Those liability amounts will be recovered from future claims/payments.

## **Withdrawn**

a status that is used in the service prior authorization structure of eXPRS (SEPAs, PPAs, CPA, and POCs, SPAs). It means that the item was previously submitted and in pending status, and then **withdrawn** by the user prior to it reaching accepted status. ***A withdrawn authorization is not active.***