

State Kids User Enrollment Form

Incomplete or illegible forms will not be processed. An asterisk indicates required fields. Maintain form in local file for audit purposes. Send completed for to Info.eXPRS@odhsoha.oregon.gov or fax to (503) 947-5044.

Select Action

<input type="checkbox"/> Add User	<input type="checkbox"/> Modify User
<input type="checkbox"/> Deactivate User	<input type="checkbox"/> Change of Information

User Information

*User's Name: (Last, First MI)	eXPRS Login Name:
*Job Title:	*Name of County or Organization:
*Organization Address: (<i>Mailing Address</i>)	*City, State, Zip:
*Phone Number:	*Email Address:

State Kids User Roles - (assign to State Kids Organization)

Add	Del	Roles	User Role/Description
Plan of Care Roles			
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Super User ¹	All State Kids Svcs POC Manager permissions, and also - <ul style="list-style-type: none"> Split: Plan of Care Plan Lines and Service Prior Authorizations Void: Service Delivered Billing Entries, Claims
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Manager	All State Kids Svcs POC Viewer permissions, and also - <ul style="list-style-type: none"> Create/Delete/Update/Submit/Withdraw/Void: Plan of Care Plan Lines & Service Prior Authorizations

¹ Requires POC Super User training; max 3 Super Users.

<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Viewer	<ul style="list-style-type: none"> • View: Plans of Care, Plan Lines, Service Prior Authorizations, Service Delivered Billing Entries, Claims, Individual, Provider Information • Run: Plan of Care Reports
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Claims Manager	Includes POC Claims Reviewer permissions, and also: <ul style="list-style-type: none"> • Create/Delete/Update/Submit: Service Delivered Billing Entries • View: Individual, Provider information • Run: Plan of Care reports
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Claims Reviewer	<ul style="list-style-type: none"> • Accept/Reject: Pending Service Delivered Billing Entries • View: Plan of Care, Plan Line, Service Prior Authorization, Claims information

Provider Panel Roles

<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs Provider Panel Manager	All State Kids Svcs Provider Panel Viewer permissions, and also – <ul style="list-style-type: none"> • Add/Update/Remove: Provider Panel
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs Provider Panel Viewer	<ul style="list-style-type: none"> • View: Provider Panel, Limited provider information • Run: Provider Status, CHC/PEAA Expire Reports
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs Provider EVV Exceptions Manager	<ul style="list-style-type: none"> • Add/Update/Remove: PSW EVV Exceptions

CIIS Services Eligibility & LOC Roles

<input type="checkbox"/>	<input type="checkbox"/>	State CIIS Eligibility Processor	<ul style="list-style-type: none"> • Create/Delete/Replace/View: CIIS Eligibility information in eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	State CIIS Level of Care Processor	<ul style="list-style-type: none"> • Create/Delete/Replace/Update/View: CIIS Level of Care information in eXPRS

View Only Roles

<input type="checkbox"/>	<input type="checkbox"/>	Local Auth eXPRS View Only	<ul style="list-style-type: none"> • View: Individual, Provider, Case Management and Direct CPA Services information
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State Kids Res or CIIS User Roles - (Assign to CM CIIS or CIIS Res)

Add	Del	Roles	User Role/Description
CPA Services Roles			
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM CPA Approver	Management level role only; approves pending CPAs. <ul style="list-style-type: none"> • Approve: Pending Case Management (SE248) Client Prior Authorizations
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM CPA Manager	All State Kids Svcs CM CPA Preparer permissions, and also - <ul style="list-style-type: none"> • Submit/Void: Case Management (SE248) Client Prior Authorizations
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM CPA Preparer	<ul style="list-style-type: none"> • Create/Delete/Edit: Draft Case Management (SE248) Client Prior Authorizations • View: Individual and Case Management Service Information • Run: Case Management Service & RFFS Payment Reports
RFFS Billing Roles			
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM Service Coordinator	No permissions. Adds name to dropdowns for RFFS claims, DDEE forms, etc.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM Encounter Manager	All State Kids Svcs CM Encounter Viewer permissions, and also <ul style="list-style-type: none"> • Create/Delete/Update/Submit/Void: Case Management (SE248) RFFS Claims
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM Encounter Viewer	<ul style="list-style-type: none"> • View: Case Management (SE248) RFFS Claims, Individual and Case Management Service Information • Run: Case Management Service & RFFS Payment Reports

Oregon Needs Assessment Roles

<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs ONA Viewer	<ul style="list-style-type: none"> • View: Oregon Needs Assessments, Individual, Plan of Care, Service Prior Authorization, Provider information
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs ONA SC/PA	<p>This role cannot be assigned until the user completes their required three-part training in Workday. The user or their manager should submit a copy of the certificate along with the User Enrollment Form. A user cannot be assigned this role and the ONA Assessor role at the same time.</p> <p>All State Kids Svcs ONA Viewer permissions, and also –</p> <ul style="list-style-type: none"> • Create/Update/Submit/View: Oregon Needs Assessments, RIT
<input type="checkbox"/>	<input type="checkbox"/>	State ONA CIIS Assessor	<p>This role cannot be assigned until the user completes the virtual ONA New Assessor Orientation. The user or their manager should submit a copy of the certificate along with the User Enrollment Form. A user cannot be assigned this role and the ONA SC/PA role at the same time.</p> <p>All State Kids Svcs ONA Viewer permissions, and also –</p> <ul style="list-style-type: none"> • Create/Update/Submit/View/Reclass/Replace: Oregon Needs Assessments, RIT

Signatures Required for All Roles (Except IGA Manager)		
Manager: <i>(Print Name)</i>	Phone Number:	Ext.:
Manager Title:	Email Address:	
Manager Signature:	Date:	