Authorizing SE50 Adult Group Home Services in a Plan of Care (POC)
(updated 9/18/2025)

Beginning July 1, 2022, **SE50-Adult Residential** group home services will transition from Client Prior Authorization (CPA) services to being authorized a Service Prior Authorization (SPA) in eXPRS Plan of Care (POC).

Adult Residential group home services are identified in eXPRS Plan of Care as:

- **SE50** + procedure code **ORAGH/NA**

When transitioned, **SE50-Adult Residential** group homes will also move to a **Daily** service, with daily rates being derived from the individual's Oregon Needs Assessment (ONA) Service Group (SG). CDDP users will no longer need to manually enter rates for this service.

To authorize SE50-Adult Residential group home services in POC:

1. Log in in to eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs shown below).

2. CDDPs should confirm **first** that the applicable SE50 group home site record for the individual has been added to their CDDP POC Provider Panel. The date range for panel listing is recommended to be **7/1/2022 – 12/31/9999**.

The provider record type/specialty number for SE50 adult group home site records is:

- **89-825** = Residential Care Facility DD Adult

If the group home site record ***is not*** listed on your provider panel, ***it will need to be added before you can authorize the services in the individual's POC***.

Please see the user guide **How to Add SE50 Adult Res Site to POC Panel** for instructions on how to find and add a Host Home site record to your POC Provider Panel.

3. Once #2 is confirmed or completed, CDDPs can authorize **SE50-Adult Residential** group home services in Plan of Care using that group home site record.

4. Many individuals may already have a POC for other services, such as employment. Best practice is to search for the individual's current POC first, and then simply update that POC to add the authorizations for **SE50-Adult Residential** group home services.

From the left-hand yellow navigational menu click on ***Plan of Care → Plan of Care*** to find the POC that needs to have Host Home services added.
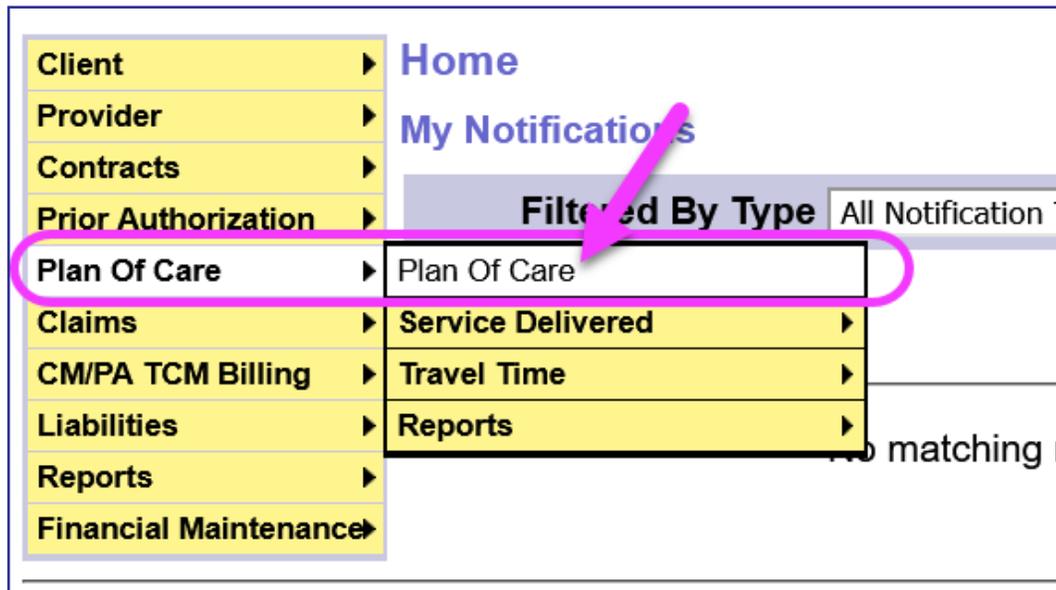
5. In the **Find Plan of Care** page, search for the POC for the individual that **SE50-Adult Residential** group home services are to be added. At least one search criteria option must be entered. Best practice is to search by the individual's prime number.

With the search criteria entered, click **Find** to search.

If no POC is returned, use the instructions in guide How to Create a Plan of Care in eXPRS – New POC Format to create a new POC. Then return to this guide to update that new POC to add the **SE50-Adult Residential group home services authorization.

6. From the search results, click on the blue **Plan ID** to open the POC open the individual that needs an **SE50-Adult Residential** group home services authorization added. It will likely be the individual's current POC.

7. With the POC now open in the **Plan of Care** page, first review the services authorized inside the POC (if any) and update existing Plan Lines/SPAs for any conflicting services that have ended, such as services authorized under **SE158**, **SE49, etc. You may need to also look under the Community, Transportation and/or Ancillary services tabs for additional conflicting services as well**. These conflicting services must be ended the day of or before the SE50-Adult Residential group home services is to begin.

With any conflicting (i.e., excluded) services ended, you can now add the **SE50-Adult Residential** group home service. Click on the **RESIDENTIAL** tab.

8. Now in the **RESIDENTIAL** tab click Edit to open the POC to add the **SE50-Adult Residential** group home service.

9. With the POC now open for edits, click on **Add Plan Line** to add a blank Plan Line row for the **SE50-Adult Residential** group home services.

10. In the open Plan Line row, working from left to right, add the service information.

   - In the ***SE/Procedure Code/Modifier** dropdown, select the option **50-Residential Facilities** for adult group home services.

   - Once selected, the **Procedure Code** and **Modifier** will auto-populate.

* In the ***Units** section, add **1** for the number of units. **SE50-Adult Residential** group home services are now a **DAILY** service, so you are authorizing 1 day per day.

* In the ***Dates** section, enter the date range for the **SE50-Adult Residential** group home service Plan Line.

11. With all the Plan Line information completed, click **Save** to save the Plan Line.

12. Under the Plan Line, click on **Add Provider** to add the adult group home provider's Service Prior Authorization (SPA).

➔ **REMEMBER**: the SE50 adult group home site record for where the individual lives **must be added to your POC Provider Panel FIRST** for it to appear in the provider dropdown to be selected.

13. In the open SPA row, moving left to right, add the applicable information for the **SE50-Adult Residential** group home service authorization.

- In the ***Provider** dropdown, select the appropriate adult group home site record for where the individual lives.

- Complete the remaining SPA information, adding the service ***Dates** and ***Units**.

  ✓ Units always = 1

  Click **Save** to save the SPA information.

- **Regarding Rates on SPAs**: <mark>NEW FUNCTIONALITY</mark>: The data elements of a provider SPA has been reordered when creating a SPA to support the implementation of the Service Group (SG) rate table and auto-population of some service rates. You will notice that the ***Rate** field has moved in the sequence of the SPA and will not be an open text box to add the rate. The rate will read **NA** initially because when the SPA is

saved eXPRS reads the new SG rate table to determine if the rate will auto-populate or return an open field to add the rate manually, depending on the service.

14. With the SPA information saved as *draft*, click **Submit** to submit the authorization.

15. With the SPA in *accepted* status, click **Done** at the top of the POC to close it.