Authorizing Ancillary Services in a Plan of Care for Individuals in Residential Placements
(updated 9/18/2025)

As of January 1, 2018, ODDS-funded Foster Care (FC) services for adults and children with I/DD are to be authorized through the Plan of Care (POC). Additional services—such as 2:1 staffing, behavior supports, and transportation—are no longer bundled into the FC rate and must be authorized separately under SE257 – Ancillary Services for Residential Care.

Additional information about Foster Care and Ancillary Services can be found in the ODDS Expenditure Guidelines.

To authorize Ancillary Services for I/DD individuals in POC:

1. Login 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).

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

|	
Login Name:	userID
Password:	••••••••••
Organization/Program Area:	County (Local Authority) ⌄

Forgot your password?   Submit

2. Many adults in residential placements 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 it to add the SE257 Ancillary services.

   From the left-hand yellow navigational menu click on **Plan of Care → POC → Update POC** to find the POC that needs to have FC services added.

3. In the current or newly created POC, open it for editing and click on **Add Plan Line**.
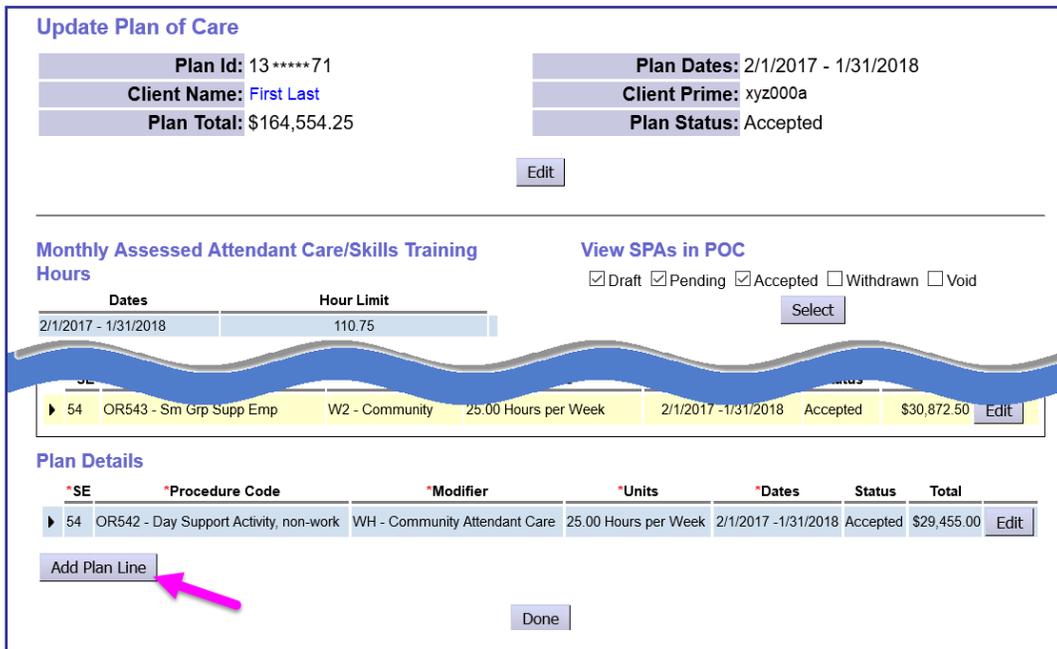
4. In the open Plan Line row, work from left to right, adding the service information.

- In the ***SE** dropdown, select service element **SE257 – Ancillary Services** option.

- In the ***Procedure Code** dropdown, select the appropriate proc code for the ancillary service to be authorized.

➔ **IMPORTANT**: There may be some procedure and/or modifier codes listed in the Ancillary Services dropdown menus *that are not yet active/useable*. Those disabled codes are shown below ~~lined out in red~~. If selected, users will receive error messages and the authorizations will not save. These codes have been added to the dropdown now for future implementation.

*Procedure Code

- ~~OR003 - Comm Transp, Commercial~~
- OR004 - Comm Transp, Mileage
- OR310 - Behavior Support svcs
- OR321 - Asst Tech, Hardware
- OR322 - Asst Tech, Software
- OR323 - Asst Tech, Install
- OR325 - Asst Tech, Maint
- OR360 - Family Training, per session
- OR380 - Specialized Med Equip/Supplies
- OR526 - Attendant Care, home or comm
- ~~OR528 - Personal Emergency Response Sys~~
- ~~OR544 - Taxi Services~~
- OR554 - Comm Transp, Transit pass
- OR561 - Enviro Safety Mods
- OR562 - Spec Med Supply
- OR570 - Behav Consult Assessmt Training
- S5165 - Home modifications per service
- T2039 - Vehicle Mod

*Modifier

- WD - To/From Work
- ~~WE - Community~~

- Continue to complete the Plan Line & SPA information and then save/submit as you would for any other type of POC service.