Authorizing Employment Discovery, Initial Placement and Job Retention Services in a Plan of Care

(updated 9/18/2025)

When an individual has been determined to receive **Employment Discovery[1], Initial Placement or Job Retention services[2]** as part of their Individual Support Plan (ISP), a Plan Line must be created on the individual's Plan of Care so that the Service Prior Authorization (SPA) can be created at a future time.

While only OR539/WA is shown in the guide below, OR401/W3[3] and OR401/W9 can also be entered following this guide.

CME users will need one of the following roles to complete this work:

- **CDDPs:** Local Authority POC Manager or POC Super User
- **Brokerages:** Brokerage POC Manager or POC Super User

To Authorize Employment Discovery Services:

1. Login to eXPRS. If users have multiple login options, use the Local Authority (for CDDPs), Contractor (for Brokerage).

---

[1] More information on Discovery services can be found in the [Discovery FAQs](#) located on the DD Staff Tools Page.

[2] More information on the authorization of Job Placement or Retention Services can be found in the [Employment Stabilization Workers Guide](#).

[3] ODDS Job Development may be authorized in very limited circumstances and requires an that ODDS approve an exception for this service.

2. Select **Plan of Care → Plan of Care**.

3. On the **Find Plan of Care** page, enter search criteria for the individual who will have these services added to their POC and select **Find**.

> **TIP:** The easiest method will be to search by the individual's prime number.

4. From the results list returned, click the **Plan ID Hyperlink** to open the POC.

5. On the POC, select the **Community** tab, which contains employment services, and then select the **Edit** button to enter changes.

6. Select the **Add Plan Line** button to add a new employment service.

7. Enter the **SE/Procedure Code/Modifier** Codes into the Plan Line Dropdowns.

    - Service Element = **54** (for CDDPs) or **149** (for Brokerage).
    - Procedure Code = **OR539 – Career Explore/Disc**
    - Modifier Code = **WA – Employment Profile Outcome**

8. Enter a value of one (1) in the **Units** field. These are event/outcome services, so the number of "events" to be authorized is always one (1).

9. For the Plan Line, add a service **Start** and **End Date** range of up to 180 days and then select **Save**. This date range can be used to help track the service.

10. With the Plan Line saved, select **Add Provider** to enter the provider's Service Prior Authorization (SPA) for the discovery service.

11. From the **Provider** dropdown, select the provider of the Discovery service.

12. On the SPA, enter one (1) in the **Units** field, and then enter **Start** and **End Dates** following the guidance below:

- **OR539/WA** – Both the **Start** and **End Dates** are the date that the Case Management Entity (CME) approves the discovery profile.
  - o For example, a CME receives a discovery profile on 01/10/2023 and approves the profile for payment on 01/16/2023. The dates entered in both fields are 01/16/2023.

- **OR401/W9** – Both the **Start** and **End Dates** are the date the CME approves the retention payment (no less than 90 days from employment). **OR401/W3** Job Placement Services are unavailable unless Vocational Rehabilitation Services has declared a state of "Order of Selection". If and when this occurs, ODDS will provide additional Guidance on when this service may be authorized.

TIP: After saving, eXPRS will determine whether the rate should be manually entered or will auto-populate. For these authorizations prior to 1/1/2023, the rate must be manually entered. For these authorizations from 1/1/2023 forward, they will auto-populate. If needed, enter the **Rate** and select **Save**.

13. Review the SPA and select **Submit** to move the SPA to **Accepted** status[4].

With the SPA now in **Accepted** status, the provider can bill for the individual.

---

[4] Authorizations for OR401/W3 & OR401/W9 will always pend for ODDS Approval.