

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 Discovery¹, Initial Placement or Job Retention services²** 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/W3³ 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.

Login Name:
Password:
Organization/Program Area:

[Forgot your password?](#)

Password:
Organization/Program Area:

[Forgot your password?](#)

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

Client ▶ Home
Provider ▶ My Notifications
Contracts ▶
Prior Authorization ▶ Filtered By Type All Notificati
Plan Of Care ▶ Plan Of Care
Claims ▶ Service Delivered ▶
CM/PA TCM Billing ▶ Travel Time ▶
Liabilities ▶ Reports ▶

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**.

Find Plan of Care

Plan ID:
Client Prime:
Service Element: All
Plan Begin: Overlap Contain Exact
Plan End: Overlap Contain Exact
DHS Contract Num:
Status:
Max Displayed: 25

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.

DHS Contract Num:
Status:
Max Displayed: 25

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
3	4		1 5	04/01/2020	03/31/2021	Accepted
4	9		1 5	04/01/2021	03/31/2022	Accepted
4	8		1 5	04/01/2022	03/31/2023	Accepted

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

Plan of Care

Plan Id: [REDACTED] Plan Dates: 4/1/2022 - 3/31/2023
 Client Name: [REDACTED] Client Prime: [REDACTED]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility Plan Overview In Home Services Residential Supported Living **Community** Transportation Ancillary Legacy

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2022 - 3/31/2023	25.00	NO

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

Service Eligibility Plan Overview In Home Services Residential Supported Living **Community** Transportation Ancillary Legacy

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2022 - 3/31/2023	25.00	NO

Plan Details - Limited by Weekly Hours Draft Pending Accepted Withdrawn Void

Add Plan Line

- 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**

*SE/Procedure Code/Modifier	*Units	*Dates	Status
54 - Employment & Alternative Serv	Events / Year		Draft
OR539 - Career Explore/Disc			
WA - Emp Profile Outcome			

Save Cancel

- 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).

*SE/Procedure Code/Modifier	*Units	*Dates	Status
54 - Employment & Alternative Serv	1 Events / Year		Draft
OR539 - Career Explore/Disc			
WA - Emp Profile Outcome			

Save Cancel

- 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.

*SE/Procedure Code/Modifier	*Units	*Dates	Status
54 - Employment & Alternative Serv OR539 - Career Explore/Disc WA - Emp Profile Outcome	1 Events / Year	01/01/2023 - 04/01/2023	Draft Save Cancel

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

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft Edit Delete

Add Provider

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

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft

*Provider

type to filter dropdown

To Be Determined

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.
 - 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.

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft

*Provider

type to filter dropdown

*Dates *Units *Rate

01/16/2023 - 01/16/2023 1 Fixed Save Cancel

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** status⁴.

SE	Procedure Code	Modifier	Units	Dates	Status		
▼ 54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft		
					<input type="button" value="Edit"/> <input type="button" value="Delete"/>		
Auth Id	Provider	Dates	Units	Rate	Pay-To Provider	Review?	Status
60479807		01/16/2023 - 01/16/2023	1			Yes	Draft
							<input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/>
<input type="button" value="Add Provider"/>							

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

▼ Plan Details							
SE	Procedure	Modifier	Units	Dates	Status		
▼ 54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1.00 Events per Year	01/01/2023 - 04/01/2023	Accepted		
Auth Id	Provider	Dates	Units	Rate	Pay To Provider	Review?	Status
		01/16/2023 - 01/16/2023	1.00			Yes	Accepted

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