

# Authorizing Children’s Host Home Services in a Plan of Care (POC)

(updated 9/18/2025)

DD Children’s Host Home services are now available to be authorized in eXPRS Plan of Care (POC).

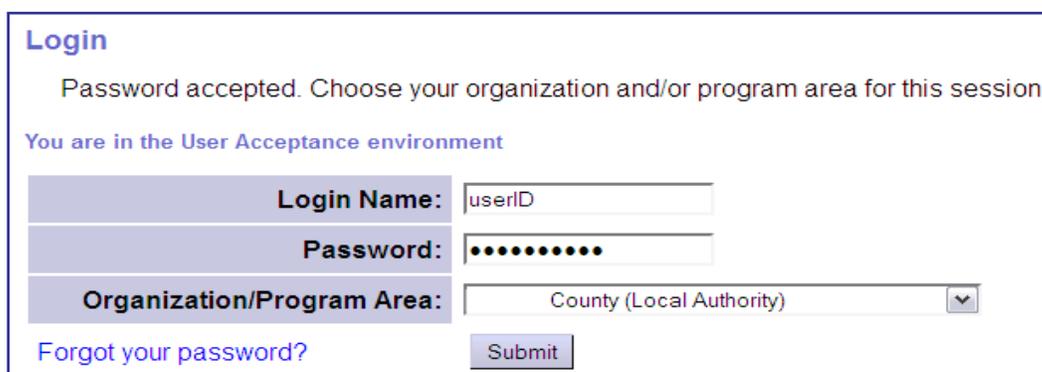
Host Home services are identified in eXPRS Plan of Care as:

- **SE152** + procedure code **ORCHH/NA**

Host Homes are a Daily service, with daily rates being derived from the individual’s Oregon Needs Assessment (ONA) Service Group (SG). CDDP users will not need to manually enter rates for this service.

## To authorize Children’s Host Home services in POC:

1. Log 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

<b>Login Name:</b>	<input type="text" value="userID"/>
<b>Password:</b>	<input type="password" value="••••••••"/>
<b>Organization/Program Area:</b>	<input type="text" value="County (Local Authority)"/>

[Forgot your password?](#)

2. CDDPs **must first** add the applicable Host Home site records to their CDDP POC Provider Panel.<sup>1</sup> The date range for panel listing is recommended to be **1/1/2021 – 12/31/9999**.

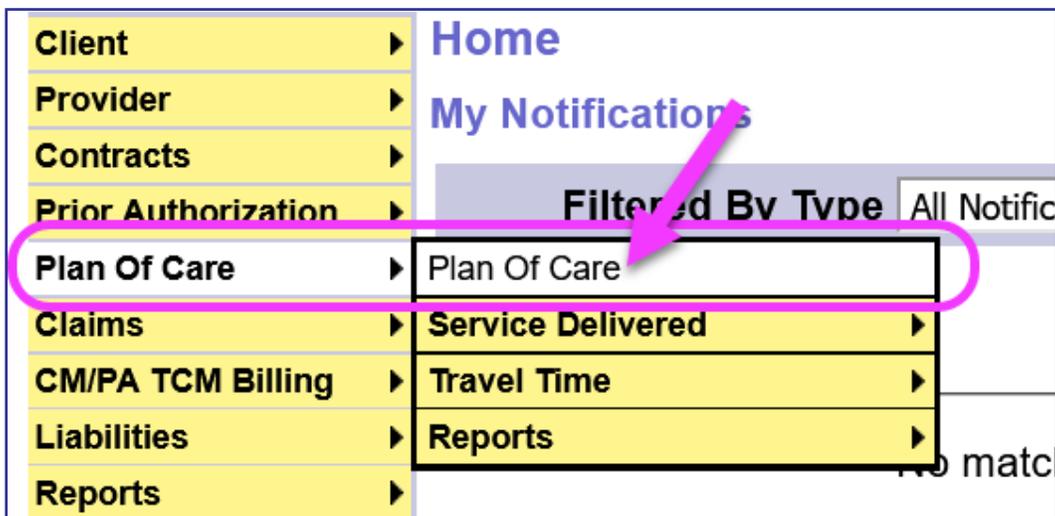
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<sup>1</sup> See the guide **How to Add a Provider Record to a Case Management Entity’s Provider Panel** for instructions on adding a Host Home site record to your POC Provider Panel.

The provider record type/specialty number for Children's Host Home site records is:

- **89-707** = Residential Care Facility – Children's Host Home
3. Once #2 is completed, CDDPs can authorize Host Home services in Plan of Care using that site record.
  4. Many individuals may have a POC for other services, such children's in-home (SE151) already. Best practice is to search for the individual's current POC first, and then simply update the POC to end any conflicting services and add the authorizations for Host 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 Host 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.<sup>2</sup>

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<sup>2</sup> See the guide **How to Create and Update a Plan of Care** for instructions on creating a POC.

### Find Plan of Care

Plan ID:

Client Prime: **xyz0000a** 

Service Element: All

Plan Begin:   Overlap  Contain  Exact

Plan End:   Overlap  Contain  Exact

DHS Contract Num:  

Status:

Max Displayed: 25

- From the search results, open the POC for the individual that needs a Host Home service authorization added. It will likely be the individual's current POC. Click on the **blue Plan ID** 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
<b>42****8</b>	xyz0000a	JUSTIN THYME	1****2	04/01/2021	03/31/2022	Accepted

- 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 **SE258, SE151 or SE150. These services must be ended the day of or before the SE152-Host Home service is to begin. You may need to also look under the Community, Transportation and/or Ancillary services tabs.**

With any conflicting (i.e., excluded) services ended, you can now add the **SE152-Host Home** service. Click on the **RESIDENTIAL** tab.

**Plan of Care**

<b>Plan Id:</b> [REDACTED]	<b>Plan Dates:</b> 2/1/2022 - 1/31/2023
<b>Client Name:</b> [REDACTED]	<b>Client Prime:</b> [REDACTED]
<b>Plan Status:</b> Accepted	

**Plan Details**

No details found to display.

- Now in the **RESIDENTIAL** tab click **Edit** to open the POC to add the **SE152-Host Home** service.

**Plan of Care**

<b>Plan Id:</b> [REDACTED]	<b>Plan Dates:</b> 2/1/2022 - 1/31/2023
<b>Client Name:</b> [REDACTED]	<b>Client Prime:</b> [REDACTED]
<b>Plan Status:</b> Accepted	

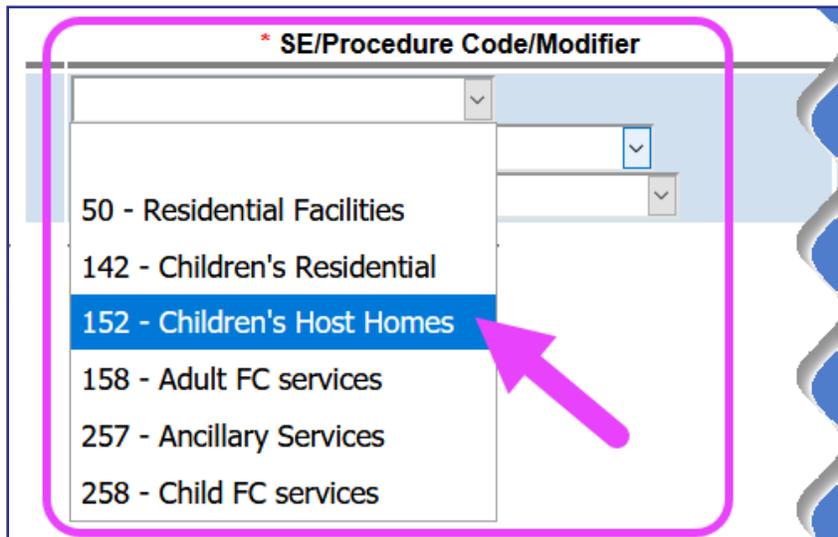
**Plan Details**

No details found to display.

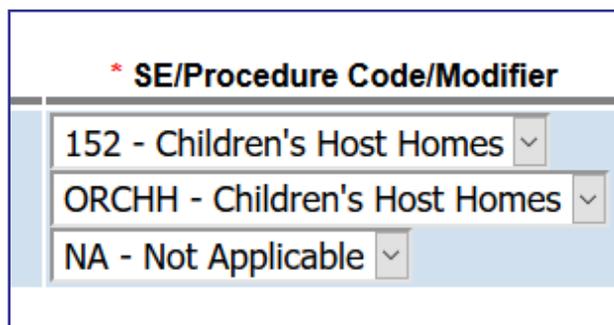
- With the POC now open for edits, click on **Add Plan Line** to add a blank row for the **SE152-Host Home** services.

**Plan Details**

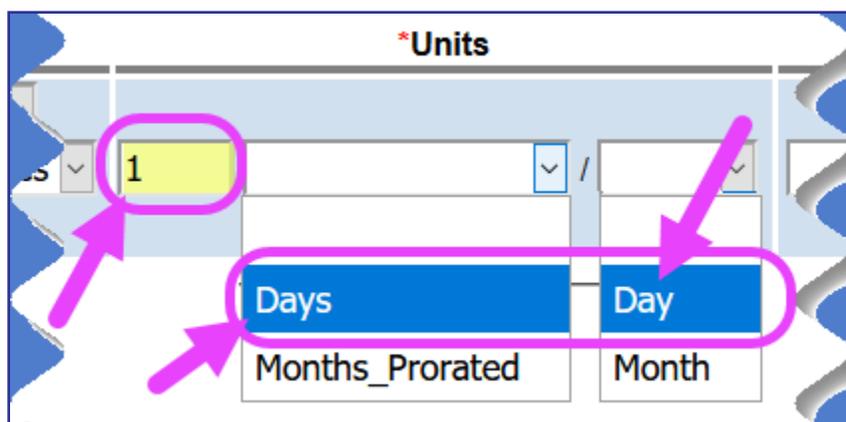
- In the open Plan Line row, working from left to right, add the service information.
  - In the **\*SE/Procedure Code/Modifier** dropdown, select the option **152-Children's Host Homes**.



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



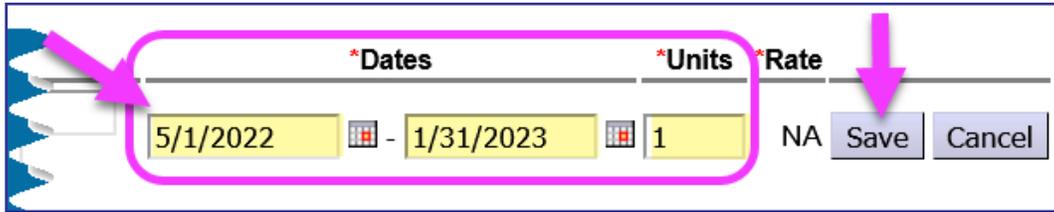
- In the **\*Units** section, add **1** for the number of units, and then **Days** and **Day** from the dropdown menus. **152-Children's Host Home** services are now a **DAILY** service, so you are authorizing 1 day per day.



- In the **\*Dates** section, enter the date range for the **152-Children's Host Homes** service Plan Line.



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



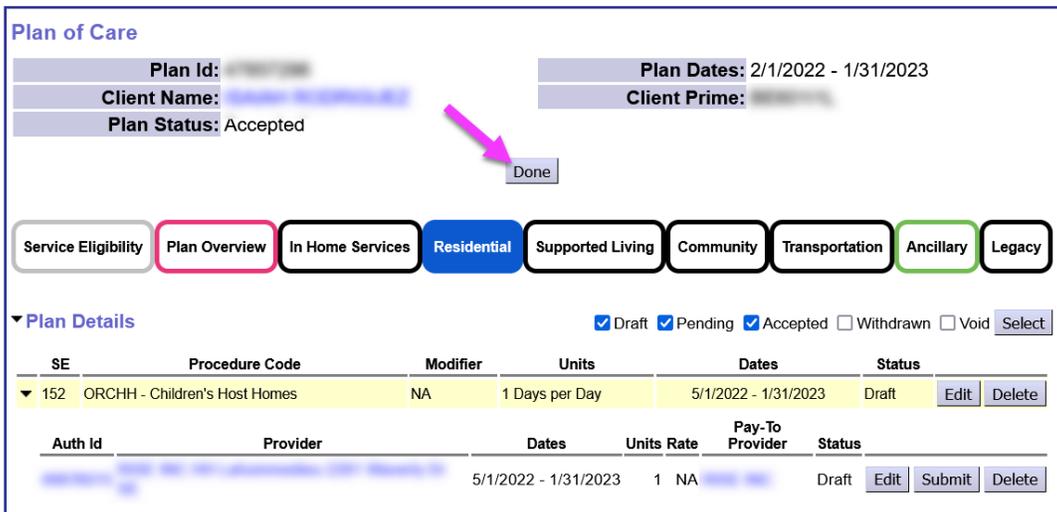
A screenshot of a form for entering SPA information. The form has three main columns: \*Dates, \*Units, and \*Rate. The \*Dates field contains '5/1/2022' and '1/31/2023' with calendar icons. The \*Units field contains '1'. The \*Rate field contains 'NA'. To the right of the \*Rate field are 'Save' and 'Cancel' buttons. A pink arrow points to the 'Save' button. A purple arrow points to the \*Dates field.

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



A screenshot of a table showing SPA information. The table has columns: SE, Procedure Code, Modifier, Units, Dates, Status, Edit, and Delete. The first row is expanded to show details: SE 152, Procedure Code ORCHH - Children's Host Homes, Modifier NA, Units 1 Days per Day, Dates 5/1/2022 - 1/31/2023, Status Draft, Edit, and Delete. Below this, there is another table with columns: Auth Id, Provider, Dates, Units Rate, Pay-To Provider, Status, Edit, Submit, and Delete. The first row in this second table has a 'Submit' button highlighted with a pink arrow.

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



A screenshot of the 'Plan of Care' screen. At the top, there are fields for Plan Id, Client Name, Plan Status (Accepted), Plan Dates (2/1/2022 - 1/31/2023), and Client Prime. A pink arrow points to a 'Done' button. Below this is a row of tabs: Service Eligibility, Plan Overview, In Home Services, Residential (highlighted in blue), Supported Living, Community, Transportation, Ancillary, and Legacy. Under 'Plan Details', there are checkboxes for Draft, Pending, Accepted, Withdrawn, and Void, with a 'Select' button. Below this is a table with columns: SE, Procedure Code, Modifier, Units, Dates, Status, Edit, and Delete. The first row is expanded to show details: SE 152, Procedure Code ORCHH - Children's Host Homes, Modifier NA, Units 1 Days per Day, Dates 5/1/2022 - 1/31/2023, Status Draft, Edit, and Delete. Below this, there is another table with columns: Auth Id, Provider, Dates, Units Rate, Pay-To Provider, Status, Edit, Submit, and Delete. The first row in this second table has a 'Submit' button highlighted with a pink arrow.