

Entering a Plan of Care Add-On for Employment and Day Support Activity Services

(updated 9/18/2025)

As a part of the ODDS Compass Project, DD Employment and Day Support Activity (DSA) services for DD Agency Providers will transition to using the new Service Group (SG) rate model on 7/1/2022, which utilizes **FIXED** rates on authorizations.

FIXED rates for Employment and DSA services are derived from the individual's ONA Service Group.

There are some Employment/DSA services that are available for exceptional service situations. To support service exceptions that have been approved by ODDS, a Plan of Care (POC) Add-On will be needed in the individual's POC for some services.

A few things to keep in mind regarding POC Add-Ons Employment and DSA services.

- There are 2 **TYPES** of POC Add-Ons for Employment and DSA services. Each type of Add-On works a bit differently.
 - **Rate** enhancement Add-On = adds *an additional amount to be paid* per hour to the provider on top of the Service Group derived **FIXED** rate for the service.
 - **Staffing Ratio** Add-On = in informational only at this time; documents the ODDS Approved Exception for the enhanced staff for the service authorized.
- POC Add-Ons are to support service Exceptions approved by ODDS. CMEs must first submit the Exceptions request per the ODDS Funding & Exceptions Request process before an Add-On can be entered into an individual's Plan of Care.
- Entering POC Add-Ons for **Employment and DSA services** are currently managed by ODDS staff with the appropriate eXPRS permissions.
- POC Add-Ons can only be added to an individual's POC after a corresponding SPA for the service is in either **pending** or **accepted** status.
- POC Add-Ons are date limited with a specific service date range the Add-On supports.

To enter a POC Add-On for Employment/DSA Services:

1. Log in to eXPRS.

Login

Login Name: userID

Password: ●●●●●●●●

Submit

[Forgot your password?](#)

2. From the left-hand, yellow navigational menu, click on **Plan of Care** → **Plan of Care** to find the POC that needs the Add-On entered.

Client ▶ **Home**

Provider ▶ **My Notifications**

Contracts ▶

Prior Authorization ▶ **Filtered By Type** All Notification Type

Plan Of Care ▶ **Plan Of Care**

Claims ▶ **Service Delivered** ▶ **Find**

CM/PA TCM Billing ▶ **Travel Time** ▶

Liabilities ▶

Reports ▶

Financial Maintenance ▶

No matching notifications

3. In the **Find Plan of Care** page, search for Plan of Care for the individual that needs a POC Add-On. Easiest way to search will likely be to use the criteria shown below:
 - Client Prime = the individual's **DHS Prime Number**

Click **Find**.

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

Find **Reset**

- If there is a POC in eXPRS that matches the search criteria entered, it will display below the search fields. Click on the **blue Plan ID** number to open the POC that needs the Add-On entered.

Plan End: Overlap Contain Exact

DHS Contract Num:

Status:

Max Displayed: 25

Find Reset

Export options: CSV | Excel | PDF | RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
38*****58	xyz0000a	PENNY SMART	800059	09/06/2020	06/30/2021	Accepted

Plan of Cares found: 1 (displaying all rows)

Create

- With the individual's POC now open, click on the **Community** tab to check the authorization status for the individual's Employment and/or DSA services.

Plan of Care

Plan Id: 38*****58 Plan Dates: 2/1/2022 - 1/31/2023

Client Name: PENNY SMART Client Prime: xyz0000a

Plan Status: Accepted

Edit Copy Print Summary

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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

- In the **Community** tab, look at the authorizations and confirm that the status of the authorization for the service approved for an Add-On reads as **Pending** or **Accepted**.

****A POC Add-On can be successfully entered on a POC *only if* the service authorization it is to support is in *pending* or *accepted* status.**

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 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
2/1/2022 - 1/31/2023	25.00	NO

▼ Plan Details Draft Pending Accepted Withdrawn Void Select

SE	Procedure	Modifier	Units	Dates	Status		
54	OR542 - Day Support Activity, non-work	R1	10.00 Hours per Month	2/1/2022 - 1/31/2023	Accepted		
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Status
[REDACTED]	[REDACTED]	10.00	32.23	[REDACTED]	2/1/2022 - 1/31/2023	No	Accepted

- With the service authorization status confirmed, click on the **Plan Overview** tab. This will take you back to the area of the POC where you can enter the POC Add-On.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 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
2/1/2022 - 1/31/2023	25.00	NO

▼ Plan Details Draft Pending Accepted Withdrawn Void Select

SE	Procedure	Modifier	Units	Dates	Status		
54	OR542 - Day Support Activity, non-work	R1	10.00 Hours per Month	2/1/2022 - 1/31/2023	Accepted		
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Status
[REDACTED]	[REDACTED]	10.00	32.23	[REDACTED]	2/1/2022 - 1/31/2023	No	Accepted

- Back in the **Plan Overview** tab, click on **Edit** just above, to open the POC for updates.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023
 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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

- With the **Plan Overview** tab now open for updates, scroll down the page to the **Add Ons** section in the middle of the page. Click **Add**.

Plan of Care

Plan Id: [Redacted] Plan Dates: 2/1/2022 - 1/31/2023
 Client Name: [Redacted] Client Prime: [Redacted]
 Plan Status: Accepted

Done

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

Plan Dates: 2/1/2022 - 1/31/2023 Update

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

Add Edit

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

Add Edit

Add Ons

Add View

10. You'll now see the fields to enter the POC Add-On information.

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

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
9/6/2020 - 6/30/2021	0.00

Add Ons

Service Type	Service Setting	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Calendar]	[Calendar]	Pending	No

Notes: (0/1000)

Reason for Approval Approval/Denial Notes: (0/2000) Request Submitted Date

Pending No

Save Approve Deny Cancel

11. Working from left to right, add the information for the POC Add-On segment.

- Select the **Service Type** for the Add-On from the dropdown.
NOTE: the Service Type dropdown will auto-filter to show the services in that specific POC that Add-Ons can be entered for.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR542/R1 Day Support Activity 1:1	Agency			Hours		
OR543/RC Small Group Employment 1:1						

Reason for Approval: Approval/Denial Notes: (0/2000)

- Select the **Provider Category** for the Add-On from the dropdown.
NOTE: this dropdown, as well as the **Unit Type** and **Frequency** may auto-populate based on the Service Type selected.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency		Hours	Week		

Notes: (0/1000)

- Select the **Type** of Add-On from the dropdown. For Employment/DSA services, you may have 2 choices:
 - Rate
 - Staff Ratio

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency		Hours	Week		

Notes: (0/1000)

Reason for Approval: Approval/Denial Notes: (0/2000)

- Now in the **Amount** field, enter the amount value for the **TYPE** of Add-On selected.
NOTE: the data in this field will be different based on the **TYPE** of Add-On.
 - For **RATE** Add-Ons, **this is a dollar value** of the additional amount to be paid per unit to the provider on top of the Service Group **FIXED** rate for the service.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effecti
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$ 8.75	

Notes: (0/1000)

This is a Rate Add-On, so the Amount is a dollar amount.

- For **Staff Ratio** Add-Ons, this is the **number of UNITS** (typically hours) per the frequency the enhanced staffing ratio is allowed. It will most likely be the same number of units listed on the corresponding SPA that the Add-On is intended to support.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective
OR543/RC Small Group Employment 1:1	Agency	Staff Ratio	Hours	Week	15	

Notes: (0/1000)

This is a Staff Ratio Add-On, so the Amount is the number of Units (hours) per Frequency

- Add the service dates that this Add-On covers in the **Effective Date & End Date** fields.

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Statu
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023	Pending

Notes: (0/1000)

- Add any information that you'd like in the **Notes** field. This is a free text field that will allow up to 1,000 characters (*including spaces & punctuation*).

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	S
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023	Pe

Notes: (55/1000)

Add any notes or information you'd like in this field.

Reason for Approval: Approval/Denial Notes: (0/2000)

- Select the appropriate reason for the Add-On from the **Reason for Approval** dropdown.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022

Notes: (55/1000)

Add any notes or information you'd like in this field.

Reason for Approval

- ADL/IADL-Intensive Staffing
- Administrative Error
- Behavioral Needs
- Hands-on Assistance
- Medical-Complex/Intensive Support
- On-Going Supervision
- Other

Approval/Denial Notes: (0/2000)

Save Approve Deny Cancel

- Add any additional information that you'd like in the **Approval/Denial Notes** section. This is a free text field that will allow up to 2,000 characters (*including spaces & punctuation*).

With all the information for the Add-On entered, click **Approve** to save and approve the Add-On entry.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	8.75	7/1/2022	1/31/2023	Pending

Notes: (55/1000)

Add any notes or information you'd like in this field.

Reason for Approval

On-Going Supervision

Approval/Denial Notes: (36/2000)

Add any more notes here, as needed.

Save Approve Deny Cancel

12. You'll now see the Add-On entry that you just entered/saved with a status of **Approved**.

Add Ons

Service Type	Provider Cat	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	true

Add View

13. If you have an attachment that you would like to upload to the Add-On entry segment, click on **View**.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Correc
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	tru

14. You will now see the **Attachments** section for the Add-On entry. Click on **Browse** to search for the electronic file you want to attach.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week

Notes
Add any notes or information you'd like in this field.

Reason for Approval **Approval/Denial Notes**
 On-Going Supervision Add any more notes here, as needed.

Attachments

Attach File: No file selected. File size must not exceed 4 MB

15. With the selected file pulled back to the page, click on **Upload** to add the attachment.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022

Notes
Add any notes or information you'd like in this field.

Reason for Approval **Approval/Denial Notes**
 On-Going Supervision Add any more notes here, as needed.

Attachments

Attach File: **SAMPLE ATTACHMENT PDF doc.pdf** size must not exceed 4 MB

16. With your attachment now uploaded, click on **Done** to close the Add-On entry.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022

Notes
Add any notes or information you'd like in this field.

Reason for Approval
On-Going Supervision

Approval/Denial Notes
Add any more notes here, as needed.

Attachments
Attach File: Browse... No file selected. File size must not exceed 4 MB

SAMPLE ATTACHMENT PDF doc.pdf Created: 08/15/2022 04:29:26 PM PDT

Done

17. If you have more Add-On segments to enter for this POC, click **Add** to start the process to enter more Add-Ons, following steps 11 – 16 above.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	Job Status
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	true	

Add View

18. With all the Add-On segment(s) added, scroll back to the top of the POC and click **Done** to close the POC.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 2/1/2022 - 1/31/2023

Client Name: [REDACTED] Client Prime: [REDACTED]

Plan Status: Accepted

Done

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

Plan Dates: 2/1/2022 - 1/31/2023 Update

Monthly Assessed Attendant Care/Skills Training Hours

19. You'll now see the completed Add-On segment under the **Plan Overview** tab on the individual's POC.

Plan of Care

Plan Id: [REDACTED]
Client Name: [REDACTED]
Plan Status: Accepted

Plan Dates: 2/1/2022 - 1/31/2023
Client Prime: [REDACTED]

Edit Copy Print Summary

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

Monthly Assessment Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected Job	Job Status
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	\$8.75	7/1/2022	1/31/2023	Approved	N/A	true	

Plan of Care Notes

[Empty text box for notes]