

## Using Plan of Care Add-Ons

(updated 9/18/2025)

As a part of the ODDS Compass Project, eXPRS has implemented a new Plan of Care feature called **Add-Ons**.

### What are POC Add-Ons?

POC **Add-Ons** are a mechanism in eXPRS that serve to support and document approved exceptions for a higher level of service for the I/DD individual.

**Add-Ons** for an exceptional situation can be:

- A **Rate Add-On**, which adds additional amounts to be paid to a provider, in addition to the service rate determined by the individual's ONA Service Group, for a specific date range, based on their exceptional need.
- A **Staffing Ratio Add-On** documents an exception approval for an individual to have an increased staffing ratio for a specific service, for a specific date range, based on their exceptional support need.
- An **Hours Add-On** will add increased hours available to an individual receiving services in an In-Home service setting, for a specific date range, based on their exceptional support need. This allows an individual to access a higher level of hours above the hours indicated by their ONA Service Group.

### How do POC Add-Ons work?

- **Add-Ons** are date limited to a specific date range.
- An Exception Request must be submitted to, and approved by, ODDS for the specific type of **Add-On** being requested. **Add-Ons** cannot be added to an individual's Plan of Care without a corresponding Approved Exception Request. Please see the ODDS policy guidelines and/or Worker Guides for Exception Requests for more details.
- The specific Service Prior Authorization (SPA) for the individual that the **Add-On** is intended to support must first be created by the Case Management Entity (CME) and submitted successfully to **Approved** or **Pending** status before the **Add-On** can be listed in the individual's POC.

- At this time, the ODDS Assessment Unit will create the POC **Add-Ons** in Plans of Care once they receive a copy of an Approved Exception Request for the individual & service.
- It is best practice for Exception Requests and **Add-Ons** to be added to a Plan of Care to take effect in the future. However, **Add-Ons** can be added to Plans of Care with retroactive Start Dates, if needed. In the case of a **Rate Add-On** being entered with a retroactive start date, any claims paid for that service that the **Rate Add-On** supports will be reprocessed to pay the provider the additional **Add-On Rate** amount for the applicable service dates.

## What do Add-Ons look like in a POC?

- Any **Add-Ons** for an individual's POC will be located under the **Plan Overview** tab in their Plan of Care.
- An example of a **Rate Add-On** for Daily Residential services.

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 | 0.00       |

Add Ons

| Service Type | Service Setting | Type | Unit Type | Frequency | Amount   | Effective Date | End Date  | Status   | NOPA Resolved | Corrected | Job | Job Status |
|--------------|-----------------|------|-----------|-----------|----------|----------------|-----------|----------|---------------|-----------|-----|------------|
| Residential  | Agency          | Rate | Days      | Day       | \$100.23 | 3/1/2022       | 3/31/2022 | Approved | N/A           | true      |     |            |

- Examples of **Rate & Staffing Ratio Add-Ons** for Employment services.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 5/1/2021 - 4/30/2022  
 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 |
|----------------------|------------|
| 5/1/2021 - 4/30/2022 | 95.00      |

Weekly Employment Hours Approved per ISP

| Dates                | Hour Limit | Supported Employment Only |
|----------------------|------------|---------------------------|
| 5/1/2021 - 4/30/2022 | 25.00      | NO                        |

Add Ons

| Service Type                              | Service Setting | Type        | Unit Type | Frequency | Amount  | Effective Date | End Date  | Status   | NOPA Resolved | Corrected | Job | Job Status |
|---|-----------------|-------------|-----------|-----------|---------|----------------|-----------|----------|---------------|-----------|-----|------------|
| OR542/ZC Day Support Activity 2.1 2 Staff | Community       | Staff Ratio | Hours     | Month     | 25.00   | 3/1/2022       | 4/30/2022 | Approved | No            | true      |     |            |
| OR541/RC Employment Path Supports 1.1     | Community       | Rate        | Hours     | Week      | \$45.00 | 3/1/2022       | 4/30/2022 | Approved | N/A           | true      |     |            |
| OR541/RC Employment Path Supports 1.1     | Community       | Staff Ratio | Hours     | Week      | 25.00   | 3/1/2022       | 4/30/2022 | Approved | No            | true      |     |            |
| OR541/R1 Employment Path Supports 1.1     | Facility        | Staff Ratio | Hours     | Week      | 25.00   | 3/1/2022       | 4/30/2022 | Approved | No            | true      |     |            |
| OR541/ZF Employment Path Supports 2.1     | Facility        | Rate        | Hours     | Week      | \$50.00 | 3/1/2022       | 4/30/2022 | Approved | N/A           | true      |     |            |