

# Using the CIIS Transfer Checkbox When Creating a Service Prior Authorization

(updated 9/18/2025)

PSWs who continue to work with an individual after they have aged out of CIIS at age 18 are eligible to continue to receive the CIIS differential payment until the individual's 19th birthday. In this situation, the individual transfers from CIIS to In-Home services under SE 49, 54, and/or 149.

As of 07/01/2024, a new **CIIS Transfer?** checkbox will appear when creating Service Prior Authorizations (SPAs) if the following conditions are met:

1. The SPA Service Element is one of the following:
  - SE49 – In-Home Comprehensive Supports
  - SE54 – Employment and Alternative Services
  - SE149 – Support Services
2. The SPA is authorized for a PSW Provider
3. The SPA start date is within the individual's 18<sup>th</sup> year

This guide provides direction on how to use this new feature. To take these steps, you'll need one of the following roles for your Case Management Entity:

- POC Preparer
- POC Manager
- POC Super User

## How to Use the CIIS Transfer Checkbox When Creating a SPA

1. Open the Plan of Care and select the **Add Provider** button for the Plan Line you want to create a SPA for.

**Plan of Care**

Plan Id: \_\_\_\_\_ Plan Dates: \_\_\_\_\_  
 Client Name: \_\_\_\_\_ Client Prime: \_\_\_\_\_  
 Plan Status: \_\_\_\_\_

Done

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

▼ Plan Details  Draft  Pending  Accepted  Withdrawn  Void

SE	Procedure Code	Modifier	Units	Dates	Status

- From the Provider Dropdown, select the PSW Provider you are authorizing for the SPA, and then select **Save**.

**Monthly Assessed Attendant Care/Skills Training**

Dates: 7/1/2024 - 6/30/2025 Hour Limit: 302.00

▼ Plan Details  Draft  Pending  Accepted  Withdrawn  Void

SE	Procedure Code	Modifier	Units	Dates	Status
49	OR526 - Attendant Care - 1:1 Supports	NA	302.00 Hours per Week	7/1/2024-6/30/2025	Draft

\* Provider:  \* Dates: 7/1/2024 - 6/29/2025 \* Units: 176 \* Rate: Fixed

**TIP:** Upon selecting Save, the following validation message will appear. This is to alert you that the “**CIIS Transfer?**” checkbox is now available for you to select.

**Plan of Care**

**Validation Error! You must correct the following error(s) before proceeding:**

Please check the CIIS Transfer? box if PSW qualifies for this payment differential.

- Check the box to indicate that the individual is a CIIS Transfer, or leave the box unchecked to proceed. In the example below, we have checked the box. Then select **Save**.

▼ Plan Details  Draft  Pending  Accepted  Withdrawn  Void

SE	Procedure Code	Modifier	Units	Dates	Status
49	OR526 - Attendant Care - 1:1 Supports	NA	302.00 Hours per Week	7/1/2024-6/30/2025	Draft

\* Provider:  \* Dates: 7/1/2024 - 6/29/2025 \* Units: 176 \* Rate: Fixed

CIIS Transfer?

- When the save is complete, you may now select the **Submit** button on the SPA.

▼ Plan Details

SE	Procedure Code	Modifier	Units	Dates	Status
49	OR526 - Attendant Care - 1:1 Supports	NA	302.00 Hours per Week	7/1/2024-6/30/2025	Draft

\* Provider: Turner, Paige M - 645789

\* Dates: 7/1/2024 - 6/29/2025

\* Units: 176

\* Rate: Fixed

CIIS Transfer?

Edit Submit Delete

- **TIP:** If you do not check the **CIIS Transfer?** checkbox, the SPA will process through the standard validation process and move to a new status. If you do check the box, the SPA will move to Pending Status

▼ Plan Details

SE	Procedure Code	Modifier	Units	Dates	Status
49	OR526 - Attendant Care - 1:1 Supports	NA	302.00 Hours per Week	7/1/2024-6/30/2025	Pending

Auth Id	Provider	Dates	Units	Rate	Pay-To-Provider	Review?	CIIS Transfer?	Status
71367488	TURNER, PAIGE M	7/1/2024 - 6/29/2025	176.00	Fixed	Public Partnerships LLC FMAS	Yes	Yes	Pending

Add Provider

- Now that the SPA is in Pending Status, notify CIIS directly by emailing the [CIIS.POC@odhsoha.oregon.gov](mailto:CIIS.POC@odhsoha.oregon.gov) inbox. This will expedite approval of the Pending SPA, allowing it to move to **Accepted** status.

▼ Plan Details

SE	Procedure Code	Modifier	Units	Dates	Status
49	OR526 - Attendant Care - 1:1 Supports	NA	302.00 Hours per Week	7/1/2024-6/30/2025	Accepted

Auth Id	Provider	Dates	Units	Rate	Pay-To-Provider	Review?	CIIS Transfer?	Status
71367488	TURNER, PAIGE M	7/1/2024 - 6/29/2025	176.00	Fixed	Public Partnerships LLC FMAS	Yes	Yes	Accepted

Add Provider