

## Creating an Allotment PPA for SE56 Payments

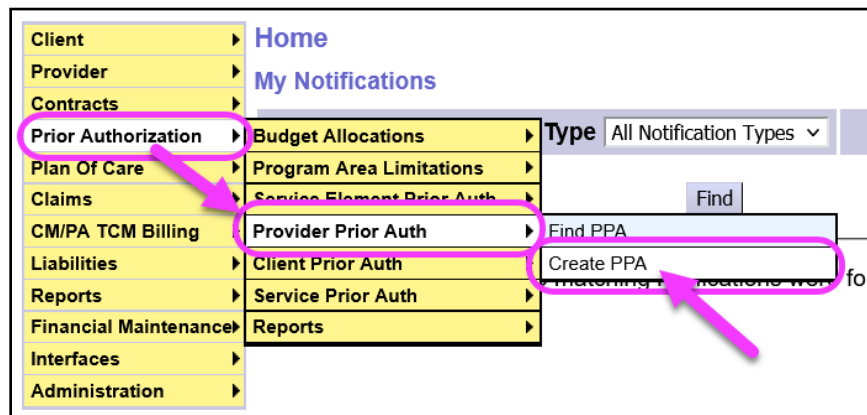
SE56 Allotment Payments are used to send DD Agency and Foster Care Providers additional funds for various reasons (e.g. grant awards, rent subsidies etc.). Prior to issuing funds, an Allotment Provider Prior Authorization (PPA) must be created.

ODDS staff will need one of the below user roles to do this work:

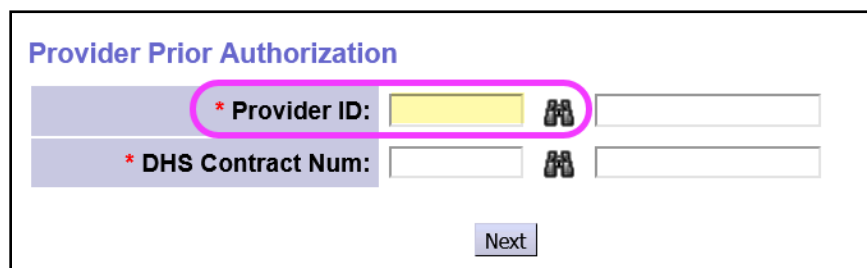
- State Allotment PPA Preparer SE56 ONLY
- State Allotment PPA Manager

### Creating an SE56 Allotment PPA

1) Select **Prior Authorization > Provider Prior Auth > Create PPA**.



2) On the **Provider Prior Authorization** page, enter the **eXPRS ID** number for the main agency or foster care provider you want to create a PPA for (or use the binoculars to search for it).



The screenshot shows the 'Provider Prior Authorization' form. It has two input fields: '\* Provider ID:' and '\* DHS Contract Num:'. Both fields have a binoculars icon to their right, indicating a search function. The '\* Provider ID:' field is highlighted with a pink circle. A 'Next' button is located at the bottom of the form.

- 3) Enter the **DHS Contract Number** that the allotment PPA's claims will be paid under. In most cases for SE56 services, this will be the global contract number for ODDS (**990000**), but it may also be a Case Management Entity's Contract Number. Check with the ODDS Contracts Manager if there are questions prior to setting up the PPA.

The screenshot shows the 'Provider Prior Authorization' form with two input fields: '\* Provider ID:' and '\* DHS Contract Num:'. The 'DHS Contract Num' field is highlighted with a pink oval. There are also two user selection icons to the right of each field and a 'Next' button at the bottom.

- 4) With both a **Provider ID** and **DHS Contract Number** entered, select **Next**.
- 5) On the **Provider Prior Authorization** page, confirm the information is correct, and then select **Add**.

The screenshot shows the 'Provider Prior Authorization' form with the following filled-in fields: 'Provider ID: 1\*\*\*2', 'Provider: Agency Provider Inc', 'DHS Contract Num: 990000', and 'Contractor Name: State of Oregon'. Below these fields is a section titled 'Draft Provider Prior Auth Adjustments' with a table header: 'PA Adj #', 'Service Element', 'Proc Code', 'Svc Modifier Cd', 'Effective Date', 'End Date', and 'Amount'. At the bottom right, there is an 'Add' button highlighted with a pink arrow.

- 6) Complete the required information needed for the PPA in each section. Any field marked with a **red asterisk** is required.

The screenshot shows the 'Provider Prior Authorization' form with the following fields and values:

- PPA Reference Number:** (empty)
- PA Adj #:** 0
- Provider:** Agency Provider Inc
- DHS Contract Num:** 990000
- PPA Optional:**
- Provider ID:** 1\*\*\*2
- Contractor Name:** State of Oregon
- \* Service Element:** (dropdown menu)
- \* Proc Code:** (dropdown menu)
- \* Svc Modifier Cd:** (dropdown menu)
- \* Effective Date:** (calendar icon)
- Rate:** (input field)
- Units:** (input field)
- \* Amount:** (input field with calculator icon)
- PPA Note:** (text area)
- Created By:** (input field)
- Updated By:** (input field)
- \* End Date:** (calendar icon)
- Rate Type:** (input field)
- Date Increment:** Months\_Prorated (dropdown menu)
- Status:** Draft
- \* Ongoing:** N (dropdown menu)
- Created Date:** (input field)
- Updated Date:** (input field)

- a) Open the **Service Element** dropdown and select “56”.
- b) Open the **Proc Code** dropdown and select the applicable code for this payment.<sup>1</sup>
- c) Open the **Svc Modifier Cd** dropdown and select the applicable modifier for the payment.<sup>2</sup>

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:	56	* Proc Code:	All
		* Svc Modifier Cd:	ZD

- d) In the **Effective Date**<sup>3</sup> field, enter the first date that the allotment payment applies. This must be the first day of the month.
- e) In the **End Date** field, enter the last date that the allotment payment applies. This must be the last day of the month.
- f) In the **Rate** field, enter the monthly rate to be paid by this PPA (if needed).
- g) The **Units** field is only used on PPAs for multiple months with a **Rate** amount. In those situations the Units = 1, otherwise leave this field blank.

DHS Contract Num:	990000	Contractor Name:	State of Oregon
* Service Element:	56	* Proc Code:	All
		* Svc Modifier Cd:	ZD
* Effective Date:	7/1/2022	* End Date:	9/30/2022
Rate:	5000.00	Rate Type:	
Units:	1	Date Increment:	Months_Prorated

- h) Leave the **Date Increment** dropdown as **Months\_Prorated**.
- i) In the **Amount** field, enter the **total amount** to be paid by this PPA (if for a single month). If the PPA is for multiple months, select the Calculator after entering the **Rate** and **Unit** amount.

* Effective Date:	7/1/2022	* End Date:	7/31/2022
Rate:		Rate Type:	
Units:		Date Increment:	Months_Prorated
* Amount:	25000.00	Status:	Draft
PPA Note:		* Ongoing:	N

<sup>1</sup> For the provider Compass Transition payments, the **Proc Code** will be **All**.

<sup>2</sup> For the provider Compass Transition payments, the **Service Modifier Code** will be **ZD**.

<sup>3</sup> Consult the information provided to you by the ODDS Contracts Unit for the date range, rate, unit and amount information for the specific PPA you are creating. If there are questions, contact the ODDS Contracts Unit.

- j) Enter any notes in **PPA Note** field, including any statements supplied by the ODDS Contracts Unit to be entered here.
- k) The **Ongoing** dropdown can remain as is = "N".

The screenshot shows a form with the following fields:

- Units:** [Empty text box]
- \* Amount:** 25000.00 [Calendar icon]
- Date Increment:** Months\_Prorated [Dropdown arrow]
- Status:** Draft
- PPA Note:** Add any notes/comments here as needed regarding this PPA. [Text area with yellow background]
- \* Ongoing:** N [Dropdown arrow]

- 7) With the data entered, select **Save** at the bottom to save the **Draft** PPA.
- 8) Once saved, you a confirmation message will display. The **Draft** PPA is now ready for review and submission by the ODDS Contracts Unit.

**Provider Prior Authorization**

Provider Prior Authorization save succeeded.

**Provider ID:** 1\*\*\*2      **Provider:** Agency Provider Inc

**DHS Contract Num:** 990000      **Contractor Name:** State of Oregon

**Draft Provider Prior Auth Adjustments**

PA Adj #	Service Element	Proc Code	Svc Modifier Cd	Effective Date	End Date	Amount
52206618	56	All	ZD	7/1/2022	7/31/2022	\$25,000.00

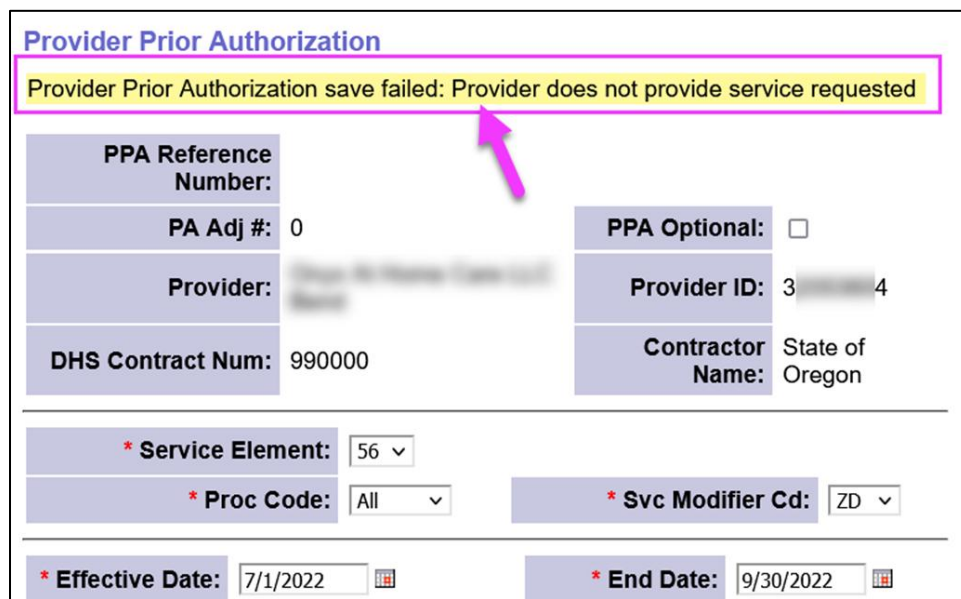
## Appendix A: Resolution of potential errors

You may receive the following validation message when you attempt to save a draft PPA:

- **“Provider Prior Authorization save failed: Provider does not provide service requested”**

This means the Agency listed on the PPA does not have the needed service location provider record for the allotment payment. If you receive this error for an Agency, please take the following steps:

- a) Make note of the agency so you can complete the PPA at a later time
- b) Send an email to [ODDS.ProviderEnrollment@odhsoha.oregon.gov](mailto:ODDS.ProviderEnrollment@odhsoha.oregon.gov) and [vanessa.richkind@odhs.oregon.gov](mailto:vanessa.richkind@odhs.oregon.gov). Inform them that the agency is missing the needed provider service location record for the allotment.
  - For SE56, the Provider Type and specialty is **85-970 – DD Rent Subsidy/SE56**.



**Provider Prior Authorization**

Provider Prior Authorization save failed: Provider does not provide service requested

<b>PPA Reference Number:</b>		<b>PPA Optional:</b>	<input type="checkbox"/>
<b>PA Adj #:</b>	0	<b>Provider ID:</b>	3 4
<b>Provider:</b>		<b>Contractor Name:</b>	State of Oregon
<b>DHS Contract Num:</b>	990000		

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<b>* Service Element:</b>	56	<b>* Svc Modifier Cd:</b>	ZD
<b>* Proc Code:</b>	All		

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<b>* Effective Date:</b>	7/1/2022	<b>* End Date:</b>	9/30/2022
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For other questions about creating/saving Draft SE56 PPAs or about the Provider Compass Transitional payments, email [heather.m.smith@odhs.oregon.gov](mailto:heather.m.smith@odhs.oregon.gov) with the Contracts Administration Unit.