

Accepting a Service Element Prior Authorization

A Case Management Entity (CME) may need to accept Service Element Prior Authorizations (SEPAs) for the services they perform and are directly paid for, such as Case Management. A SEPA is the contractual item in eXPRS that increases or reduces a CME’s funding limits for services.

SEPAs for direct client services that are paid from eXPRS to rendering providers are managed and accepted by ODDS.

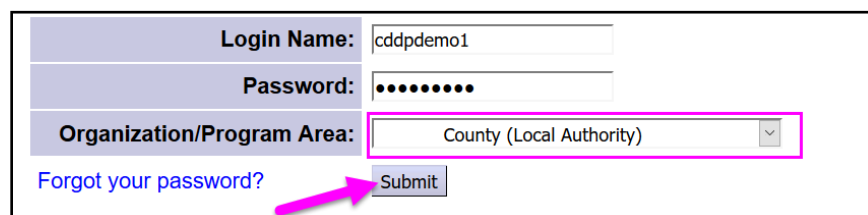
The following chart shows examples of SEPAs a CME might accept:

CME Type	Accepts SEPAs for:
<i>CDDPs (Local Authority)</i>	<ul style="list-style-type: none"> • SE48-CDDP Case Mgmt Svcs • SE02-DD Admin • SE55-Abuse Investigation Services
<i>Brokerages (Contractor)</i>	<ul style="list-style-type: none"> • SE148-Brokerage Case Mgmt Svcs
<i>State Kids (Local Authority)</i>	<ul style="list-style-type: none"> • ODDS Manages SEPAs for State Kids

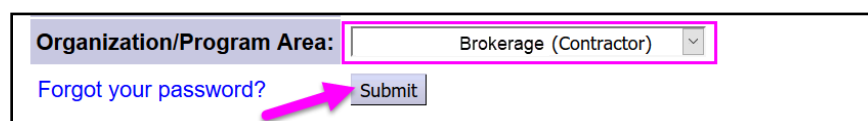
To accept a SEPA, users must have the **IGA Manager** role:

How to accept a SEPA

1) Login to eXPRS under the **Local Authority** or **Contractor** role, depending on your CME.

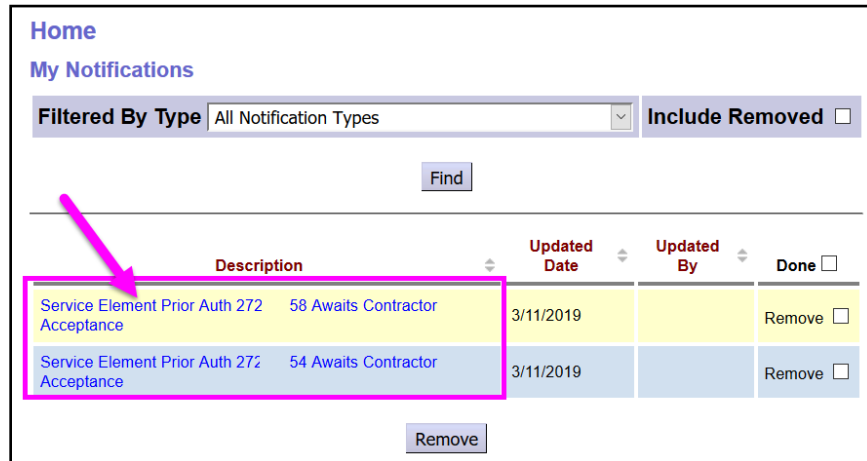


Login Name:
Password:
Organization/Program Area:
[Forgot your password?](#)



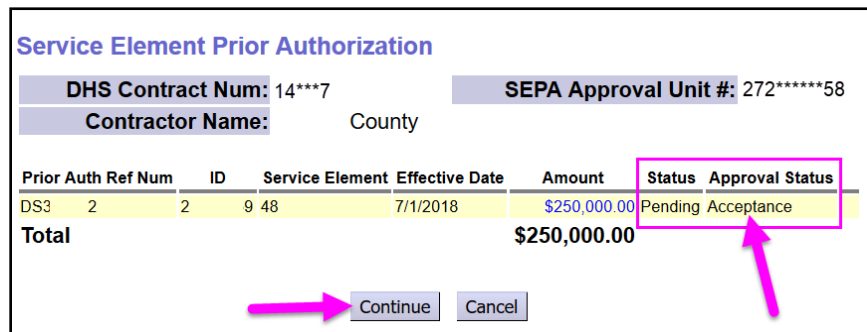
Organization/Program Area:
[Forgot your password?](#)

2) On the Home Screen, select the **Description** hyperlink to open the SEPA (if it exists).

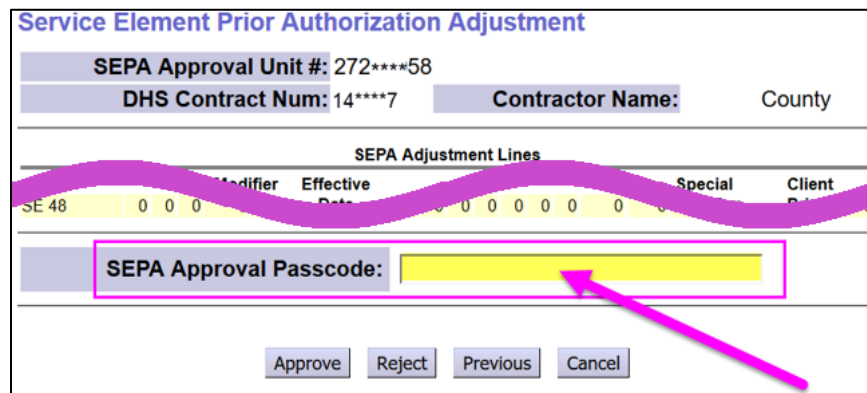


- **Tip:** Follow the steps in **Appendix A** to manually search for SEPAs to accept.

3) Review the SEPA. If it has a status of **Pending Acceptance**, select **Continue** to open it.



4) On the **Service Element Prior Authorization Adjustment** page, enter in your **SEPA Approval Passcode**.



- **Tip:** See the guide *How to Set Up Your SEPA Approval Passcode* for instructions on how to create a passcode.

5) Select **Approve** to accept the SEPA.

SEPA Approval Passcode: [.....]

[Approve] [Reject] [Previous] [Cancel]

6) The status of the SEPA will update to **Accepted**.

Service Element Prior Authorization

Service Element Prior Auth Approval Unit Approve succeeded.

DHS Contract Num: 14****7 SEPA Approval Unit #: 272****58

Contractor Name: County

Prior Auth Ref Num	ID	Service Element	Effective Date	Amount	Status	Approval Status
DS3 2	27	9 48	7/1/2018	\$250,000.00	Accepted	
Total				\$250,000.00		

7) On the eXPRS **Home** page, select the **Remove** checkbox for the notification, and then click **Remove**.

Home

My Notifications

Filtered By Type: All Notification Types Include Removed

Description	Updated Date	Updated By	Done
Service Element Prior Auth 27 58 Awaits Contractor Acceptance	3/11/2019		Remove <input checked="" type="checkbox"/>
Service Element Prior Auth 272 54 Awaits Contractor Acceptance	3/11/2019		Remove <input type="checkbox"/>

[Remove]

Appendix A: How to manually search for SEPAs

1) Select **Prior Authorization > Service Element Prior Auth > Approve SEPA Adjustments**.

Client	▶	Home
Provider	▶	My Notifications
Contracts	▶	
Prior Authorization	▶	Budget Allocations ▶ ation Types
Plan Of Care	▶	Program Area Limitations ▶
Claims	▶	Service Element Prior Auth ▶ Approve SEPA Adjustments
CM/PA TCM Billing	▶	Provider Prior Auth ▶ Update SEPA Adjustments
Liabilities	▶	Client Prior Auth ▶

2) On the **SEPA** page, enter search criteria and select **Find**. Common criteria include:

- **Status:** Pending
- **Approval Status:** Acceptance

Service Element Prior Authorization

DHS Contract Num: Service Element:

Effective Date: End Date:

Client Prime: SEPA Approval Unit #:

Status: Approval Status:

Max Displayed: 25

3) From the results list, select the **Unit ID** hyperlink.

Service Element Prior Authorization

DHS Contract Num: Service Element:

Effective Date: End Date:

Client Prime: SEPA Approval Unit #:

Status: Approval Status:

Max Displayed: 25

Unit ID	DHS Contract Num	Status	Approval Status	Filtered Amount	Total Amount	Updated By	Updated Date
272****54	14 7	Pending	Acceptance	\$125,000.00	\$125,000.00		3/11/2019
Totals:				\$125,000.00	\$125,000.00		

With the SEPA open, continue with the acceptance process as described above.