

# Finding and Viewing Service Delivered Billing Entries

(updated 9/30/2025)

## Overview

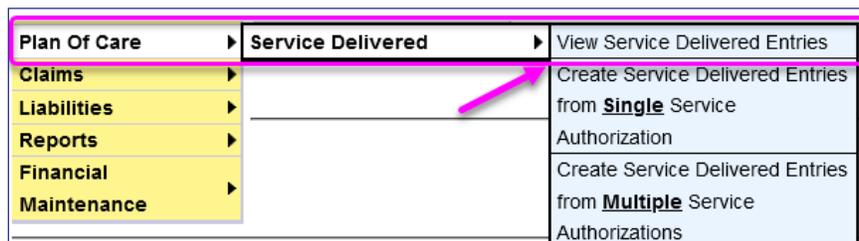
Users can search for Service Delivered Billing Entries (SDs) to review the data or to take action on a large list of SDs at one time.

## Contents

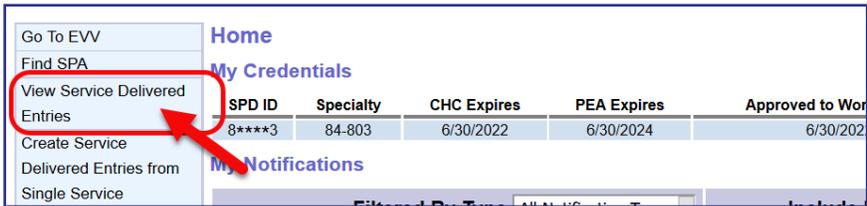
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## How to Find Service Delivered Billing Entries

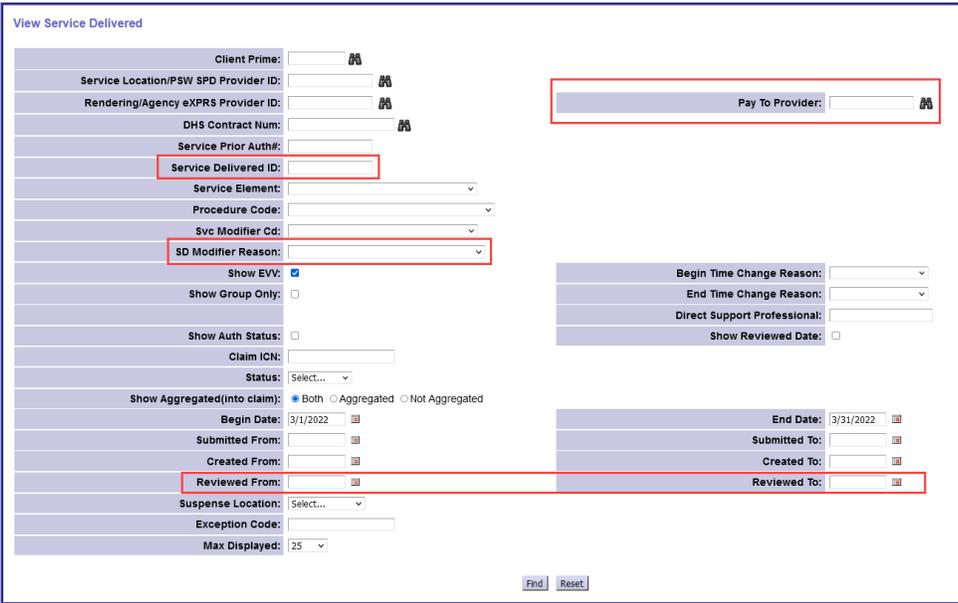
1. Select Plan of Care > Service Delivered > View Service Delivered Entries.



**NOTE:** A PSW's view will look slightly different, but they can access the same link from the left navigation menu.



2. On the **View Service Delivered** page, enter at least one search criteria and select **Find** to return a list of SDs.



3. The results list will display SDs that match the search criteria.

SPA ID	SD ID	Client Prime	Client Name	Provider	Direct Support Professional	DHS Contract Num	Contractor Name	SE	Proc	Mod	SD Mod Reason	Service Begin
43	05 48	14				1 4		149	OR526	NA		02/08/2022 02:05 PM PST
43	05 48	15				1 4		149	OR526	NA		02/09/2022 11:59 AM PST 02/09/2022 11:59 AM PST
43	05 48	16				1 4		149	OR526	NA		02/10/2022 08:58 AM PST 02/10/2022 08:58 AM PST
43	05 48	17				1 4		149	OR526	NA		02/15/2022 02:03 PM PST 02/15/2022 02:03 PM PST

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

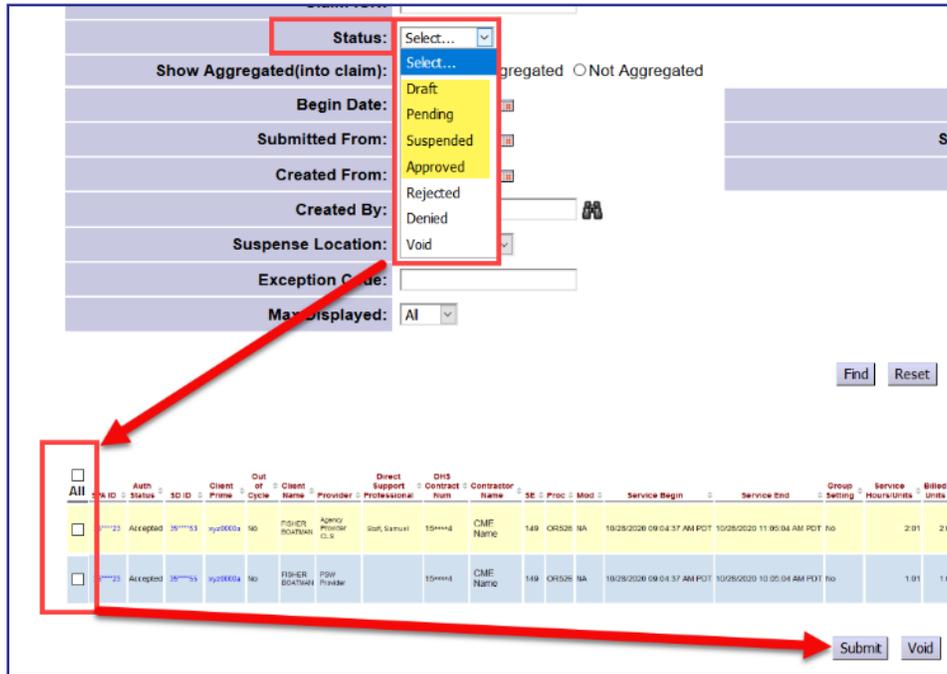
Service End	Group Setting	Service Hours/Units	Billed Units	Total Direct Support Time	Rate	Amount	SD Status	Claim ICN	Begin Location	End Location
PST 02/08/2022 05:16 PM PST	No	3:11	3:11	NA	\$32.23	\$102.49	Approved	2022	1	
02/09/2022 05:07 PM PST	No	5:08	5:08	NA	\$32.23	\$165.34	Approved	2022	1	
PST 02/10/2022 01:46 PM PST	No	4:48	4:48	NA	\$32.23	\$154.70	Approved	2022	1	
PST 02/15/2022 05:40 PM PST	No	3:37	3:37	NA	\$32.23	\$116.67	Approved	2022	1	

**TIP:** The data can be sorted by clicking a header, or exported to another format by selecting an option on the top-right of the list. The Results List columns are defined in **Appendix B**.

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

Group Setting	Service Hours/Units	Billed Units	Total Direct Support Time	Rate	Amount	SD Status	Claim ICN	Begin Location	End Location
No	3:11	3:11	NA	\$32.23	\$102.49	Approved	2022	1	
No	5:08	5:08	NA	\$32.23	\$165.34	Approved	2022	1	
No	4:48	4:48	NA	\$32.23	\$154.70	Approved	2022	1	
No	3:37	3:37	NA	\$32.23	\$116.67	Approved	2022	1	

- To take action on multiple SDs, select a **Status** from your search criteria when searching (e.g. **Draft, Pending etc.**). This activates the checkboxes on the results list. Then select the checkboxes at the left of the results list and click an action button at the bottom of the page.



## How to View the Details of an SD and any Attached Claim

1. To view the specific details on an SD billing entry, click on the **SD ID Hyperlink**.

SPA ID	SD ID	Client Prime	Client Name	Provider	Direct Support Professional	DHS Contract Num	Contractor Name
43	0948	14				1 4	
43	0948	15				1 4	
43	0948	16				1 4	
43	0948	17				1 4	

2. In the **Service Delivered Detail View** page, users can see SD billing details, entry was created and last updated, and who took those actions.

**Service Delivered Detail View**

ID: 48 14	Status: Approved
SPA ID: 43 05	
Service Element: 149	Modifier: NA
Procedure Code: OR526	
Service Begin: 02/08/2022 02:05 PM PST	Service End: 02/08/2022 05:16 PM PST
Units: 3.11	Billed Units: 3.11
Rate: \$32.23	Amount: \$102.49
Review Date:	Reject Reason:
Created Date: 2/16/2022	Created By:
Updated Date: 2/17/2022	Updated By:
Original Submit Date: 2/16/2022	Submitted By:
Group Setting: No	Out of Cycle: No
Begin Location:	End Location:
Begin Time Change Reason:	End Time Change Reason:
Direct Support Professional:	

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▶ [Location Maps](#)

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Exceptions:  
There have been no exceptions for this service delivery record

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▶ [Claim History](#)

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▶ [Action Log Entries](#)

[Previous](#)

- The **Service Delivered Detail View** has sections with more details. Click a header to expand that section.

**Service Delivered Detail View**

ID: 48 14	Status: Approved
SPA ID: 43 05	
Service Element: 149	Modifier: NA
Procedure Code: OR526	
Service Begin: 02/08/2022 02:05 PM PST	Service End: 02/08/2022 05:16 PM PST
Units: 3.11	Billed Units: 3.11
Rate: \$32.23	Amount: \$102.49
Review Date:	Reject Reason:
Created Date: 2/16/2022	Created By:
Updated Date: 2/17/2022	Updated By:
Original Submit Date: 2/16/2022	Submitted By:
Group Setting: No	Out of Cycle: No
Begin Location:	End Location:
Begin Time Change Reason:	End Time Change Reason:
Direct Support Professional:	

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▶ [Location Maps](#)

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Exceptions:  
There have been no exceptions for this service delivery record

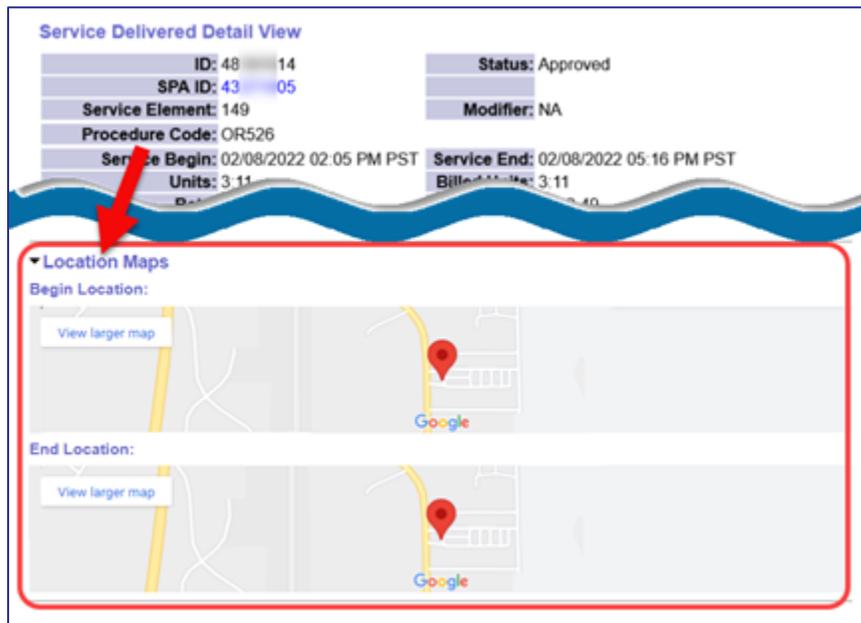
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▶ [Claim History](#)

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▶ [Action Log Entries](#)

- Expanding the **Location Maps** section will show Google Map snapshots for the **Begin Location** & **End Location** geo coordinates for EVV service billings.



- Expanding the **Action Log Entries** section will show specific details on the history of the SD billing, including details of when & what action was taken on the billing.

**Service Delivered Detail View**

ID: 48 14      Status: Approved  
 SPA ID: 43 05      Modifier: NA  
 Service Element: 149  
 Procedure Code: OR526

▼ Action Log Entries

Action Type	Created By	Table Name	Row ID	Field Name	Old Value	New Value	Timestamp
Update	eIPRS Scheduled System Process	SERVICE_DELIVERED	48067237	SVC_BEGIN_TS	2022-02-08-17:43:00 UTC	2022-02-08-17:43:00 UTC	2022-02-24 18:56:30 85684
Update	eIPRS Scheduled System Process	SERVICE_DELIVERED	48067237	LAST_CLAIM_ID		487069089	2022-02-24 18:56:30 85684
Update	[redacted]	SERVICE_DELIVERED	48067237	SVC_BEGIN_TS	2022-02-08-17:43:00 UTC	2022-02-08-17:43:00 UTC	2022-02-18 01:54:35 665985
Update	[redacted]	SERVICE_DELIVERED	48067237	STATUS_CD	Pending	Approved	2022-02-18 01:54:35 665985
Update	[redacted]	SERVICE_DELIVERED	48067237	REVIEWED_TS		2022-02-18-01:54:35	2022-02-18 01:54:35 665985
Update	[redacted]	SERVICE_DELIVERED	48067237	SVC_BEGIN_TS	2022-02-08-17:43:00 UTC	2022-02-08-17:43:00 UTC	2022-02-09 14:03:18 167596
Update	[redacted]	SERVICE_DELIVERED	48067237	STATUS_CD	Draft	Pending	2022-02-09 14:03:18 167596
Update	[redacted]	SERVICE_DELIVERED	48067237	SVC_BEGIN_TS	2022-02-08-17:43:00 UTC	2022-02-08-17:43:00 UTC	2022-02-09 14:03:00 738792
Update	[redacted]	SERVICE_DELIVERED	48067237	SVC_UNITS		214.000	2022-02-08 21:17:26 665747
Update	[redacted]	SERVICE_DELIVERED	48067237	SVC_BEGIN_TS	2022-02-08-17:43:00 UTC	2022-02-08-17:43:00 UTC	2022-02-08 21:17:26 665747
Update	[redacted]	SERVICE_DELIVERED	48067237	SVC_END_TS		2022-02-08-21:17:00 UTC	2022-02-08 21:17:26 665747
Add	[redacted]	SERVICE_DELIVERED	48067237	SVC_DATE			2022-02-08 17:43:01 670306
Add	[redacted]	SERVICE_DELIVERED	48067237	SVC_UNITS			2022-02-08 17:43:01 670306

Previous

This section allows users to see when a billing was submitted from one status to another. The date/time stamp of the action can be used to determine if that action occurred before or after the claims aggregation cycle process was run.

- The entry in **red** shows that the PSW submitted the SD from **draft** to **pending** status on **2/9/2022** at **2:03:18 PM**.
- The entry in **purple** shows that the CME staff reviewed the SD and moved it from **pending** to **approved** status on **2/18/2022** at **1:54:35 AM** (9 days later).
- The entry at the top of the list was created by **eXPRS Scheduled System Process**, which refers to the claims aggregation cycle. This occurred on **2/24/2022** at **6:56:30 PM**. Since the SD was in **accepted** status prior to that time, eXPRS included the SD in a claim to be sent to the FMAS vendor to pay the PSW provider.

Tracking the date/time stamps for when SDs were moved from **pending** to **approved** against the claim aggregation/PSW payroll cycle schedule can tell users when SD were approved and which aggregation cycle, they can expect to have the billing processed for payment.

## APPENDIX A: Statuses for Service Delivered Billing Entries

To receive timely payments, providers must ensure that their SDs are entered and submitted in eXPRS (along with any documentation required by the CME) within appropriate timelines. PSWs can refer to the PSW Payroll Calendar produced by Public Partnerships, LLC for key payroll dates. Additional important points include:

- A PSW's SD must be in **pending** status with signed timesheets turned in to the CME by the deadline. SDs that do not meet the deadline can be processed in upcoming payment cycles.
- SDs and timesheets must be reviewed and moved from **pending** to **approved** status by the authorizing CME before the payroll cycle runs in eXPRS to be included for payment. CME staff have 3 business days from the PSW submission deadline date to do this review.
- Only SDs that are in **approved** status before the aggregation cycle runs will be included in that cycle for payment.

To determine where billing entries are in the process, look at the information in the columns **Status** and **Claim ICN** fields:

1. **If the SD is Approved and has a Claim ICN #:** It has been approved and aggregated into a claim for payment.

Rate	Amount	SD Status	Claim ICN	Begin Location
\$19.50	\$92.62	Approved	2025	

2. **If the SD is Approved and does not have a Claim ICN #:** It has been approved but has not yet been aggregated into a claim for payment. It will be included in the next Claims Aggregation Cycle.

Service Delivered Detail View	
ID: 13	Status: Approved
SPA ID: 81	Modifier: NA
Service Element: 50	

3. **If the SD is in Pending Status:** It is awaiting review and approval by an authorized user (often staff at a CME). The SD will not be processed for payment until it is reviewed and approved.

Service Delivered Detail View	
ID: 13	Status: Pending
SPA ID: 98	Modifier: NA
Service Element: 49	

4. **If the SD is in Draft Status:** It has been created & saved but not yet submitted by the provider.

Service Delivered Detail View	
ID: 13	Status: Draft
SPA ID: 95	Modifier: NA
Service Element: 49	

5. **If the SD is in Suspended Status:** It has encountered an error during the validation process and has suspended. The SD will remain in Suspended status until the error causing the suspension is resolved.

Service Delivered Detail View									
ID: 13	Status: Suspended								
SPA ID: 95	Modifier: NA								
Service Element: 50									
<p>Location Map</p> <p>Exception History</p> <table border="1"> <thead> <tr> <th>Rule Description</th> <th>Exception Text</th> <th>Updated By</th> <th>Exception Date</th> </tr> </thead> <tbody> <tr> <td>Maximum Billing Dates Reached</td> <td>Billed units(345 more than limit: 344)</td> <td>eXPRS Scheduled System Process</td> <td>2025-06-01 13:44:55.388</td> </tr> </tbody> </table>		Rule Description	Exception Text	Updated By	Exception Date	Maximum Billing Dates Reached	Billed units(345 more than limit: 344)	eXPRS Scheduled System Process	2025-06-01 13:44:55.388
Rule Description	Exception Text	Updated By	Exception Date						
Maximum Billing Dates Reached	Billed units(345 more than limit: 344)	eXPRS Scheduled System Process	2025-06-01 13:44:55.388						

6. **If the SD is in Voided Status:** It is no longer active in the system and cannot be altered or resubmitted. If the SD was previously paid to the provider, a Provider Liability Account will be created to recover the amount paid from future payments.

Service Delivered Detail View	
ID: 13	Status: Void
SPA ID: 96	
Service Element: 49	Modifier: NA

7. **If the SD is in Submitted Status:** This status was added to eXPRS as a temporary holding status for SDs after they are submitted and awaiting processing. The SD will continue to process to a new status automatically, and no action is needed on your part.

Service Delivered Detail View	
ID: 10	Status: Submitted
SPA ID: 59	
Service Element: 149	Modifier: NA

8. **If the SD is in Rejected Status:** It has been reviewed and rejected by the authorizing CME. Hovering your cursor over the word “rejected” will show a pop-up with the reason the billing was rejected. A *rejected* SD will not be paid and is longer active in the system and cannot be altered or resubmitted.

Service Delivered Detail View	
ID: 12	Status: Rejected
SPA ID: 99	
Service Element: 49	Modifier: NA
Procedure Code: OR526	Units: 8.00
Rate: \$0.00	Amount: \$0.00
Review Date: 5/16/2025	Reject Reason: As requested by provider to allow for billing corrections

9. **If the SD is in Denied Status:** It has been denied by eXPRS in the validation process due to an error that does not allow the SD to be paid. A Denied SD is longer active in the system and cannot be altered or resubmitted

Service Delivered Detail View	
ID: 13	Status: Denied
SPA ID: 95	
Service Element: 151	Modifier: NA

## APPENDIX B: View Service Delivered page Search Criteria Definitions

View Service Delivered

<b>A. Client Prime:</b>	<input type="text"/>	
<b>Service Location/PSW SPD Provider ID:</b>	<input type="text"/>	 <b>B.</b>
<b>Rendering/Agency eXPRS Provider ID:</b>	<input type="text"/>	 <b>C.</b>
<b>D. DHS Contract Num:</b>	<input type="text"/>	
<b>E. Service Prior Auth#:</b>	<input type="text"/>	
<b>F. Service Delivered ID:</b>	<input type="text"/>	
<b>G. Service Element:</b>	<input type="text"/>	
<b>H. Procedure Code:</b>	<input type="text"/>	

- A. Client Prime** = The prime number assigned to an individual receiving services.
- B. Service Location/PSW SPD Provider ID** = The SPD Provider ID # of either the Agency provider's service location record or the PSW on the authorization.
- C. Rendering/Agency eXPRS Provider ID** = the eXPRS Provider ID # assigned to the Agency provider's primary (or parent "pay to" record) for the service authorized.
- D. DHS Contract Num** = The Contract Number for the Case Management Entity (CME) who authorized the services for the individual.
- E. Service Prior Auth#** = The eXPRS Service Prior Authorization (SPA) ID #. You may not know this number.
- F. Service Delivered ID** = The eXPRS Service Delivered Billing Entry ID #. You may not know this number.
- G. Service Element** = The service category (or benefit group) for the services authorized for the individual. Some providers may only have one option in this menu.
- H. Procedure Code** = The procedure code assigned to the authorized service.

<b>I. Pay To Provider:</b>	<input type="text"/>	
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- I. Pay To Provider** = the **eXPRS Provider ID** number assigned to the "pay to" provider record listed on the SPA for the service authorized.

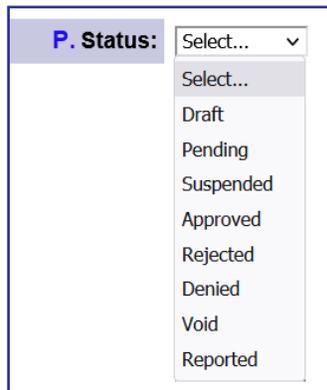
The screenshot shows a search form with the following fields:

- J. Svc Modifier Cd: [dropdown]
- K. SD Modifier Reason: [dropdown]
- L. Show EVV:  (highlighted with a yellow box)
- M. Show Group Only:
- N. Show Auth Status:
- O. Claim ICN: [text input]

A green arrow points from the 'L. Show EVV' checkbox to a group of fields:

- a. Begin Time Change Reason: [dropdown]
- b. End Time Change Reason: [dropdown]
- c. Direct Support Professional: [text input]
- d. Show Reviewed Date:

- J. Svc Modifier Cd** = The modifier code that further defines the procedure code from the previous drop-down. There may be no options in this menu depending on the **Procedure Code** selected.
- K. SD Modifier Reason** = Daily Residential SD Billing Modifier Reasons. Some options include the absence reason for a reported Daily Residential SD.
- L. Show EVV** = A check box that activates additional search criteria options specific to EVV services.
  - a. Begin Time Change Reason** = A dropdown list of the reasons that may be selected when an EVV SD is **manually entered** or the **Start** time was changed prior to submission.
  - b. End Time Change Reason** = A dropdown list of change reasons that may be selected on an EVV SD if the **End** time was changed prior to submission.
  - c. Direct Support Professional** = Enter the name of the Agency Direct Support Professional (DSP) listed on the EVV SD to search for billings from that specific DSP. First, Last or both names will work when searching.
  - d. Show Reviewed Date** = Activates the results list column to show the date the SD billing was reviewed by the authorizing CME.
- M. Show Group Only** = Limits results to only those that have been checked **YES** for group. This box applies to services provided by PSW providers only.
- N. Show Auth Status** = Activates the results column to show the status of the SPA the billing was processed against.
- O. Claim ICN** = The eXPRS Claim # for the claim that the SD entry(ies) was/were aggregated into for payment.



**P. Status** = The status of the SD billing entry. Selecting a specific status will trigger selectable check boxes on the left of the result list. Action buttons will also enable, allowing users to take action on multiple SD billings at once (e.g. Submit, Void). The SD billing status options are:

- **Select** = No option selected; returns all statuses.
- **Draft** = The SD has been created and saved, but not submitted.
- **Pending** = The SD has been submitted by the provider and is awaiting review/approval from the CME.
- **Suspended** = The SD was submitted but failed a validation in the submission process. The issue must be resolved before the SD can move forward.
- **Approved** = The SD has passed all edits and approvals and is ready to be aggregated into a claim for payment.
- **Rejected**<sup>1</sup> = The SD was in **Pending** status but was rejected by the CME when reviewed.
- **Denied**<sup>1</sup> = The SD was submitted but failed a validation in the submission process and cannot be paid.
- **Void**<sup>1</sup> = The SD was submitted but later voided by the provider, CME or other user with void permissions.
- **Reported**<sup>2</sup> = an SD billing submitted for a Daily Residential service that reports the individual was absent from service on that date.

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<sup>1</sup> Rejected, Denied and Voided SDs are no longer active in the system; they cannot be edited, copied or resubmitted.

<sup>2</sup> Reported SD billings are informational only & generate no payment to the provider.

<b>Q. Show Aggregated(into claim):</b>	<input checked="" type="radio"/> Both <input type="radio"/> Aggregated <input type="radio"/> Not Aggregated	
<b>R. Begin Date:</b>	<input type="text" value="3/1/2022"/>	<b>S. End Date:</b> <input type="text" value="3/31/2022"/>
<b>T. Submitted From:</b>	<input type="text"/>	<b>U. Submitted To:</b> <input type="text"/>
<b>V. Created From:</b>	<input type="text"/>	<b>W. Created To:</b> <input type="text"/>
<b>X. Reviewed From:</b>	<input type="text"/>	<b>Y. Reviewed To:</b> <input type="text"/>
<b>Z. Suspense Location:</b>	<input type="text" value="Select..."/>	
<b>AA. Exception Code:</b>	<input type="text"/>	
<b>BB. Max Displayed:</b>	<input type="text" value="25"/>	

**Q. Show Aggregated** (into claim) = select from the options.

- **Both** = Default setting. The results will include SDs that are & are not aggregated into claims.
- **Aggregated** = When selected, the results will include only SDs that have been aggregated into claims.
- **Not Aggregated** = When selected, the results will include only SDs that are not yet aggregated into claims.

**R. Begin Date** = The first **service date** in the date range being searched for SDs. Defaults to the first day of the current month.

**S. End Date** = The last **service date** in the date range being searched for SDs. Defaults to the last day of the current month.

**T. Submitted From** = The first date in the date range being searched for when SDs were **submitted**.

**U. Submitted To** = The last date in the date range being searched for when SDs were **submitted**.

**V. Created From** = The first date in the date range being searched for when SDs were first **created & saved** as a draft.

**W. Created To** = The last date in the date range being searched for when SDs were first **created & saved** as a draft.

**X. Reviewed From** = The first date in the date range being searched for when SDs were reviewed by the authorizing CME.

**Y. Reviewed To** = The last date in the date range being searched for when SDs were reviewed by the authorizing CME.

**Z. Suspense Location** = A dropdown list of specific Suspense Exception Reasons for suspended SDs.

**AA. Exception Code** = The numeric code assigned to the Suspense Exception Reason for suspended SDs.

**BB. Max Displayed** = The number of SDs that will return per page in the results list.

- The system limits the search results to 5,000 rows. Searches that result return more than 5,000 rows will not display all results. If that occurs, narrow the search criteria to return a smaller dataset.

**CC. Copied (True/False/All)** = These radio buttons are available only to specific users and allows them to search by whether an SD has been copied or not. Selecting All returns results regardless of the copied status. Selecting True or All also adds the **Replaced by SD field** into the results.

**DD. Show Exception Code Desc? (Yes/No)** = When Yes is selected, the written text description of an exception is added into the results list.

**EE. Exclude Exception Code** = Excludes the Exception Code from the results list.

## APPENDIX C: View Service Delivered Search Results Column Definitions:

1	2	3	4	5	6	7	8
SPA ID	SD ID	Client Prime	Client Name	Provider	Direct Support Professional	DHS Contract Num	Contractor Name
43	05 48	14				1 4	
43	05 48	15				1 4	

1. **SPA ID** = The eXPRS Service Prior Authorization (SPA) ID # that the SD entry is billed against. The number is a hyperlink that takes the user to the **Service Delivered by Service Authorization** billing page for that service in eXPRS.
2. **SD ID** = The eXPRS SD ID #. The number is a hyperlink that will take the user to view the **Service Delivered Detail View** page.
3. **Client Prime** = The prime number for the individual the service was authorized for and delivered to. The number is a hyperlink that will take the user to the individual's **View Client** page.
4. **Client Name** = The first and last name of the individual for whom the service was authorized and delivered.
5. **Provider** = The name of the Agency provider's service location record or the PSW provider who delivered the service billed.
6. **Direct Support Professional** = The name of the Agency DSP staff who provided the EVV service on behalf of the Agency Provider that billed for the service provided.
7. **DHS Contract Num** = The Contract Number for the Case Management Entity (CME) who authorized the services for the individual.
8. **Contractor Name** = The name of the Case Management Entity (CME) who authorized the services being billed for the individual.

9 SE	10 Proc	11 Mod	12 SD Mod Reason	13 Service Begin	14 Service End	15 Group Setting	16 Service Hours/Units	17 Billed Units
149	OR526	NA		02/08/2022 02:05 PM PST	02/08/2022 05:16 PM PST	No	3:11	3:11
149	OR526	NA		02/09/2022 11:59 AM PST	02/09/2022 05:07 PM PST	No	5:08	5:08

9. **SE** = The Service Element (service category or benefit group) for the services authorized for the individual.
10. **Proc** = The Procedure Code for the service authorized and billed.
11. **Mod** = The **Modifier Code** (if any), for the service authorized and billed.

- 12. SD Mod Reason** = The Daily Residential SD Billing Modifier Reasons. Some options include the absence reason for a reported Daily Residential SD.
- 13. Service Begin** = The service begin date & time that the service was provided.
- 14. Service End** = The service end date & time that the service was provided.
- 15. Group Setting** = Yes or No. Indicates whether the SD billing was billed for services provided to more than one client during that time. **Applies to DD PSW providers only.**
- 16. Service Hours/Units** = The total number of units of the service that is being billed for the individual. The number in this column will vary, depending on the service unit type for the service billed.

**For example:**

- Attendant Care, DSA, most Employment = The unit type is *HOURLY*
- Relief Care (OR507) = The unit type is *DAY*
- Mileage transportation = The unit type is *MILE*

The amount in this column is the full amount of service received by the individual as calculated by the Start & End times or number of units on the SD billing entry. This amount also reconciles to the Monthly Attendant Care or Weekly Employment hours limits for applicable services. This amount may be different than the **Billed Units** if the Group Setting is **YES** (described below).

- 17. Billed Units** = The number of units of the service **billed and paid** for the SD billing entry. This amount may be the same as the Service Units. It may also be a different, pro-rated amount if the “Group Setting” is **YES**, indicating the service was provided as part of a group service delivered by a PSW provider.

18 Total Direct Support Time	19 Rate	20 Amount	21 SD Status	22 Claim ICN	23 Begin Location	24 End Location
NA	\$32.23	\$102.49	Approved	2022	1	
NA	\$32.23	\$165.34	Approved	2022	1	

- 18. Total Direct Support Time** = This column applies to services delivered by Agency Providers under **Job Coaching-OR401/W4, W5 or W6**. If there is a value, it is the amount of time (**hh:mm**) the individual was seen face-to-face by provider during that Job Coaching service.
- 19. Rate** = The rate authorized for the unit billed.
- 20. Amount** = The total dollar amount billed for the service in the SD.
- 21. SD Status** = The status of the SD.
- 22. Claim ICN** = The unique ID assigned to the aggregated claim that the SD is included in. If blank, the SD has not been included in a claim. If a number exists, the SD has been aggregated into a claim for payment. The number is a hyperlink that will take the user to the **View Claim** page for that claim.
- 23. Begin Location** = the GPS geo-location, latitude/longitude coordinates for when the EVV service billed **Began** (at the EVV SD Start Time).
- 24. End Location** = the GPS geo-location, latitude/longitude coordinates for when the EVV service billed **Ended** (at the EVV SD End Time).

<b>25</b>	<b>26</b>	<b>27</b>	<b>Begin Location</b>	<b>End Location</b>
<b>Exception Code</b>	<b>Copied</b>	<b>Replaced by SD</b>		
29, 37	Y	3465, 3467, 3468		

- 25. Exception Code** = The numeric Exception Codes for the claim (if applicable)
- 26. Copied** = True or False. If the SD has not been copied, it will display as "False". If the SD has been copied, it will display as "True".
- 27. Replaced by SD** = Display the ID #s of SDs that were created by the copy process (if applicable).

## APPENDIX D: Service Delivered Detail View Field Definitions

Service Delivered Detail View			
ID:	██████████	Status:	Denied
SPA ID:	██████████	Modifier:	NA
Service Element:	151	SD Mod Reason:	Regular
Procedure Code:	OR526	Service End:	05/01/2024 01:30 AM PDT
Service Begin:	05/01/2024 01:00 AM PDT	Billed Units:	0:30
Units:	0:30	Amount:	\$0.00
Rate:	\$0.00	Reject Reason:	
Review Date:		Created By:	██████████
Created Date:	6/3/2025	Updated By:	██████████
Updated Date:	6/3/2025	Submitted By:	
Original Submit Date:		Out of Cycle:	No
Group Setting:	No	End Location:	
Begin Location:		End Time Change Reason:	
Begin Time Change Reason:	Forgot to clock in at the beginning of shift	Replaced by SD:	
Direct Support Professional:	██████████		
Replaced SD:	██████████		
Copied:	false		
Imported:	No		
Notes:			
Copy Reason:	Select...		

1. **ID** = The eXPRS SD ID #.
2. **Status** = The status of the SD.
3. **SPA ID** = The Service Prior Authorization (SPA) ID # that the SD is billed against. The number is a hyperlink that takes the user to the **Service Delivered by Service Authorization** billing page for that service.
4. **Service Element** = The Service Element (service category or benefit group) for the services authorized for the individual.
5. **Modifier** = The Modifier Code for the service authorized and billed.
6. **Procedure Code** = The Procedure Code for the service authorized and billed.
7. **SD Mod Reason** = The Daily Residential SD Billing Modifier Reasons. Some options include the absence reason for a reported Daily Residential SD.
8. **Service Begin** = The service begin date & time that the service was provided.
9. **Service End** = The service end date & time that the service was provided.
10. **Units** = The total number of units of the service that is being billed for the individual. This number varies depending on the service unit type for the service billed, but the full amount of service received by the individual as calculated by the Start & End times or

number of units on the SD. This amount reconciles to hours limits for applicable services. It may differ from the **Billed Units** Group Setting is **YES** (described below).

- 11. Billed Units** = The number of units of the service **billed and paid** for the SD. This amount may be the same as the Service Units. It may also be a different, pro-rated amount if the "Group Setting" is **YES**, indicating the service was provided as part of a group service delivered by a PSW provider.
- 12. Rate** = The rate authorized for the unit billed.
- 13. Amount** = The total dollar amount billed for the service in the SD.
- 14. Review Date** = The date that the SD was reviewed and moved from Pending to another status.
- 15. Reject Reason** = The reason selected when the SD was reviewed then Rejected.
- 16. Created Date** = The date the SD was first created & saved as a draft.
- 17. Created By** = The user who first created & saved the SD as a draft.
- 18. Update Date** = The date the SD was last updated.
- 19. Updated By** = The user who last updated the SD.
- 20. Original Submit Date** = The date and time that the SD was first submitted.
- 21. Submitted By** = The user who originally submitted the SD.
- 22. Client Prime** = The prime number for the individual the service was authorized for and delivered to. The number is a hyperlink that will take the user to the individual's **View Client** page.
- 23. Group Setting** = Yes or No. Indicates whether the SD was billed for services provided to more than one client during that time. **PSW providers only.**
- 24. Out of Cycle:** Yes or No. If yes, it indicates that the SD is marked for being billed out of the regular PSW Payment Cycle.
- 25. Begin Location** = The beginning latitude/longitude coordinates for the EVV SD (at the EVV SD Start Time).
- 26. End Location** = The ending latitude/longitude coordinates for the EVV SD (at the EVV SD End Time).
- 27. Begin Time Change Reason** = The reason that an EVV SD is manually entered or that the Start time was changed prior to submission.

- 28. End Time Change Reason** = The reason that an EVV SD's End time was changed prior to submission.
- 29. Direct Support Professional** = The name of the Direct Support Professional (DSP) listed on the EVV SD.
- 30. Replaced SD** = Display the ID # of original Denied SD that the current SD was copied from (if applicable)
- 31. Replaced by SD** = Display the ID #s of SDs that were created by the copy process (if applicable).
- 32. Copied** = True or False. If the SD has not been copied, it will display as "False". If the SD has been copied, it will display as "True".
- 33. Imported** = Yes or No. If the SD has been imported using the SD Import Process, it will display the SD has not been copied, it will display as "False". If the SD has been copied, it will display as "True".
- 34. Notes** = Any notes entered by a user or system process will display here.
- 35. Copy Reason** = Dropdown menu containing reasons for copying the SD.