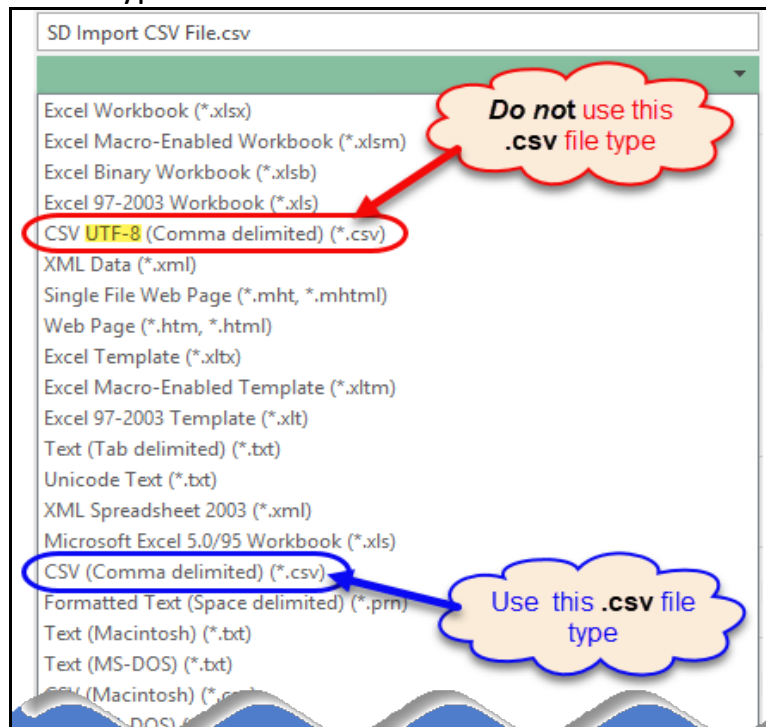


## Agency Provider Service Delivered Billing Entry (SD) Import Process .CSV Import File Format

eXPRS supports the mass (or batch) import of Service Delivered Billing Entry (SD) data for DD Agency Providers by allowing them to upload data from a .CSV (comma-separated values) file. Agency Providers will need to prepare the .CSV file ahead of time from their own internal time entry system. The file produced must conform to specific file layout parameters defined in this guide.

Please note the following about the SD Batch Import Process:

1. The process supports the import of SDs for Hourly Services and Daily Residential Services. An hourly service means the unit of service is “hour”, and the SD billings are defined with a **Date**, and a **Start & End** time.
  - **Mileage and Event-based** services are not supported in this process.
2. The file must be saved as a simple **CSV (Comma delimited) (\*.csv)** file. **It CANNOT be a CSV UTF-8 (Comma delimited) (\*.csv)” or any other Excel type file.** Any other file type will cause errors.



3. Each .CSV file may contain one or many SD rows/lines. Limit the files to no more than 20,000 records per file. Also, be aware that submitting **Draft** SDs for approval takes more time per record than the import process. Submitting 20,000 **Draft** records may exceed the 20-minute session timeout in eXPRS.
4. The import function is limited to Service Delivered Billing Entries.
5. The import file **must not** contain a row for column headings. Including a header row will result in errors.
6. Each data row must have the data shown in the **.CSV File Layout** section of this document and must be formatted EXACTLY as specified. This is necessary to identify the Service Prior Authorization (SPA) being billed against and then create the SD under that authorization. Incorrectly formatted files or fields with invalid data elements will give you errors.
  - Columns A-F **are required for all rows and must not be left blank.**
  - Columns G-H **are required and must not be left blank** for all hourly services. For Daily Residential SDs (SE50, SE142, & SE152), these fields must be left blank.
  - Column I **is required for the following Procedure & Modifier Codes:**
    - **OR401/RC** – 1:1 Supports - Community
    - **OR401/W5** – Supported Employment, Initial Job Coaching
    - **OR401/W6** – Supported Employment, Ongoing Job Coaching
    - **OR401/W4** – Supported Employment, Maintenance Job Coaching
    - **OR401/S1** – Supported Employment, Self employed
    - **OR401/WV** – Supported Employment, Job Coaching without VR services

For all other services, **this field must be left blank**, including having no spaces. eXPRS reads spaces as an invalid character and will give you errors.
  - Column J-N are **required for all services that require Electronic Visit Verification (EVV).** For Non-EVV Services, these fields must be left blank.
  - Column O is **required for Daily Residential Services (SE50, 142 & 152).** For all other services, this field must be left blank.

# SD Batch Import Process: .CSV File Layout

The .CSV file must match the data elements below in the following sequence, with no intervening space and no headers. Instructions to obtain the information for Columns A-E can be found in the document: [How to Find the Needed Service Information for SD Batch Import Files in eXPRS.](#)

Column	Data Element	Description	Format
A	Provider Service Location ID	eXPRS unique identifier for provider's service location	5+ digit integer ex: 12345
B	Service Element	First of three parts of eXPRS unique identifier for a service	2- or 3-digit integer ex: 49 or 149
C	Procedure Code	Second of three parts of eXPRS unique identifier for a service. <b>Letters must be all upper case.</b>	5 characters ex: OR501
D	Service Modifier Code	Third of three parts of eXPRS unique identifier for a service. <b>Letters must be all upper case.</b>	2 characters ex: NA, W1
E	Client Prime	DHS unique identifier for client. <b>Letters must be all upper case</b>	8 characters ex: AA22222A
F	Service Date	The date of service	mm/dd/yyyy ex: 01/13/2015
G	Start time	The start time of service, exact minute. <b>Letters must be all upper case</b>	h:mm AM or PM ex: 1:37 PM
H	End time	The end time of service, exact minute. <b>Letters must be all upper case</b>	h:mm AM or PM ex: 4:53 PM
I	Direct support hours <b>(Only for OR401/RC, W4, W5, W6, S1 or WV)</b>	Amount of time of direct client interaction for OR401/RC, W4, W5, W6, S1 and WV only. <b>Otherwise, column must be blank. Cannot exceed the total service time billed.</b>	Whole numbers (ex: "20" = 20 minutes) <b>or</b> Time as <b>hh:mm</b> .

<b>J</b>	<b>Begin Location Latitude</b>	The latitude at the start of the service. <b>Characters limited to a max of 8 places past the decimal.</b>	Numeric Decimal ex: 42.12345678*
<b>K</b>	<b>Begin Location Longitude</b>	The longitude at the start of the service. <b>Characters limited to a max of 8 places past the decimal.</b>	Numeric Decimal ex: 122.12345678*
<b>L</b>	<b>End Location Latitude</b>	The latitude at the end of the service. <b>Characters limited to a max of 8 places past the decimal.</b>	Numeric Decimal ex: 42.12345678*
<b>M</b>	<b>End Location Longitude</b>	The longitude at the end of the service. <b>Characters limited to a max of 8 places past the decimal.</b>	Numeric Decimal ex: 122.12345678*
<b>N</b>	<b>Direct Support Professional</b>	First Name (space) Last Name of the DSP for the service. <b>Allowed characters include letters, spaces, dash (-), period (.), apostrophe (').</b>	Alpha, 30-character limit ex: John Smith
<b>O</b>	<b>SD Modifier Reason</b>	The Modifier Code for the SD. <b>For Daily Residential Services only, otherwise column must be blank. Letters must be all upper case</b>	3 characters ex: AWL, FAM, MED

The Agency Provider is responsible for obtaining all the information above from existing pages & screens in eXPRS, and for performing any necessary data mapping from information in their own data systems to these identifiers. They are responsible for the creation of any necessary data identifier conversion tables or utilities, and for the accuracy of any such mechanisms.

**Example file content for two non-EVV hourly service SD line:**

```
12345,49,OR542,W1,AA22222A,01/13/2015,1:15 PM,4:45 PM
55155,149,OR401,W6,BB22222B,01/14/2015,12:00 PM,4:00 PM,0:27
```

**Example file content for two EVV hour service SD lines:**

```
54321,49,OR526,NA,AA22222A,01/13/2020,1:15 PM,4:45 PM,,42.12345678,122.12345678,42.12345678,122.12345678, Sam Smith
11151,149,OR526,ZE,BB22222B,01/14/2020,12:00 PM,12:30 PM,,41.123645678,123.12345678,41.12345678,123.12345678, Joe Rich
```

**Example file content for two Daily Residential SD lines:**

```
99999,50,ORAGH,NA,CC33333C,08/01/2022,,,,,,,,,REG
88888,142,ORCGH,NA,DD11111D,08/01/2022,,,,,,,,,AWL
```