



User Enrollment Form

State Children's Services

(CIIS or State Kids Res)

INSTRUCTIONS: * indicates a required field. The authorizing manager must complete this form based on the employee's specific job duties. Access to Service Elements is determined by your Organization and roles.

- Send completed form to info.exprs@dhsosha.state.or.us or 503-947-5044.

*Indicate Action: <input type="checkbox"/> Add User <input type="checkbox"/> Modify User <input type="checkbox"/> Deactivate User <input type="checkbox"/> Change of Info	
*User's Name: (Last, First MI) (Print Name)	Already have an eXPRS login name?
*Job Title:	*Name of Organization (<i>circle one</i>): State Kids (Res) or State Kids (CIIS)
*Organization Address: (Mailing Address)	*City, State Zip:
*Phone Number:	*Email Address:

State Kids Services (Res or CIIS) User Roles

State Case Management CPA Roles (assign to CM CIIS or CM Res provider org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM CPA Approver (management level role) – able to approve pending CPA for State CM services
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM CPA Manager - able to <u>Create/Delete/Submit/Update/Void</u> client SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM CPA Preparer - able to <u>Create/Delete/Update, but not Submit/Void</u> SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.

State CM Service RFFS Billing Roles (assign to CM CIIS or CM Res provider org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM Service Coordinator - adds name of Service Coordinator to applicable system dropdowns for selection on RFFS claims, etc. <u>No user system access permissions associated with this role.</u>
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM Encounter Manager - able to <u>Create/Delete/Update/Submit/Void</u> SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.

<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs CM Encounter Viewer - able to <u>ONLY VIEW</u> SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.
State Case Management ONA Assessment Roles (assign to CM CIIS or CM Res prov org):		
ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs ONA Viewer - able to <u>only view</u> ONA Assessment; view client, POC, SPA; view provider information.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs ONA SC/PA¹ - able to <u>Create/Update/Submit/View</u> ONA Assessment; RIT; view client, POC, SPA; view provider information. ¹This role cannot be assigned until the user completes/sends in their three required ONA training certificates along with completed User Enrollment Form.
<input type="checkbox"/>	<input type="checkbox"/>	State ONA CIIS Assessor² - - able to <u>Create/Update/Submit/View/Reclass/Replace</u> ONA Assessment; RIT; view client, POC, SPA; view provider information. ²This role cannot be assigned until the user completes required in-person training with ODDS.
State Kids POC Services Provider Panel Roles (assign to State Kids org):		
ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs Provider Panel Manager - able to <u>Add/Update/Remove</u> providers from the POC Provider Panel; able to view provider record information; able to run the Provider Status report, the CHC/PEAA Expire report and the Provider/Site Expire report.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs Provider Panel Viewer - able to view POC Provider Panel; able to view limited provider record information; able to run the Provider Status report, the CHC/PEAA Expire report.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs Provider EVV Exceptions Manager - able to <u>Add/Update/ Remove</u> EVV Exceptions information for PSW Providers.
State Kids Plan of Care Plan Roles (assign to State Kids org):		
ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Super User³ - able to <u>Create/Delete/Update/Submit/Withdraw/Void + SPLIT</u> POC Plan Lines and Service Prior Auths (SPAs); able to <u>Create/Delete/Update/Submit + VOID</u> POC Service Delivered (SD) billings; view associated claims information; view client, provider & ER information; run various POC related reports. ³ Successful completion of POC Super User training required prior to role assignment. Please submit certificate of training completion with this UEF. Enrollment of users with this role is limited to 3 staff per CME.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Manager - able to <u>Create/Delete/Update/Submit/Withdraw/Void</u> Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Viewer - able to <u>only view</u> Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.

State Kids Plan of Care Billing Roles (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Claims Reviewer - able to <u>Accept/Reject</u> "pending" Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information.
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs POC Claims Manager - able to <u>Create/Delete/Update/Submit</u> POC Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information; view client, provider & ER information; run various POC related reports.

State Kids CIIS Services Eligibility & LOC Roles (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State CIIS Eligibility Processor - able to <u>Create/Delete/Replace/View</u> CIIS eligibility information in eXPRS.
<input type="checkbox"/>	<input type="checkbox"/>	State CIIS Level of Care Processor - able to <u>Create/Delete/Replace/Update/View</u> CIIS Level of Care information in eXPRS.

State Kids Services View Information Only Role (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Svcs View Only - able to <u>access/view only</u> CIIS/Kids Res and State CM service information in eXPRS.

Signature

Manager: (Print Name)	Phone Number:	Ext.:
Manager Title:	Email Address:	
Manager Signature:	Date: / /	

Maintain form in local file for audit purposes.