

How to Enter and Update the Level of Care on an Individual's eXPRS Record (CIIS)

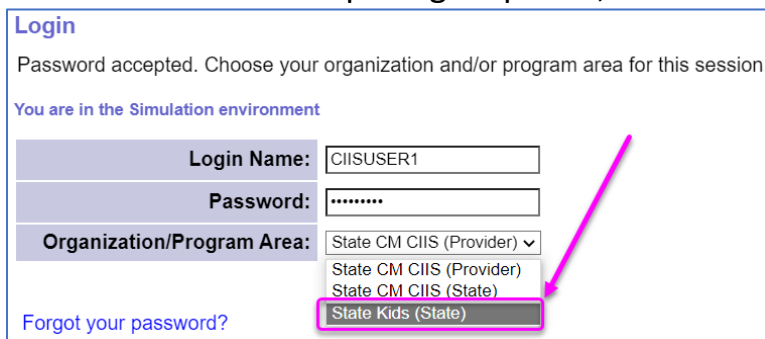
After the CIIS Intake Team has determined that a child meets the Level of Care (LOC) criteria because they are Medically Involved or Medically Fragile, the LOC information must be entered into the child's record in eXPRS.

A State Kids CME User will need the following roles to enter this information:

- **State CIIS Level of Care Processor**

How to Enter the Level of Care on an Individual's eXPRS Record:

1) Login to eXPRS. If users have multiple login options, select **State Kids (State)**.



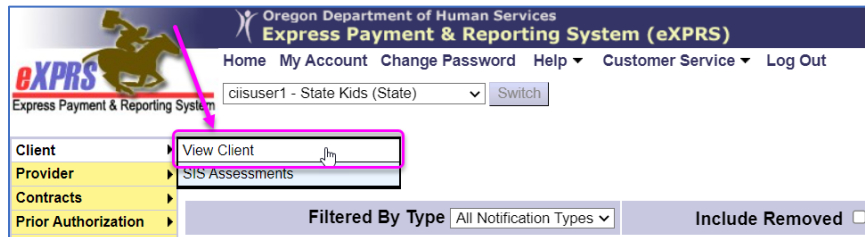
Login
Password accepted. Choose your organization and/or program area for this session.

You are in the Simulation environment

Login Name: CIISUSER1
Password:
Organization/Program Area: State CM CIIS (Provider) ▾
State CM CIIS (Provider)
State CM CIIS (State)
State Kids (State)

[Forgot your password?](#)

2) Select **Client > View Client**.



Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

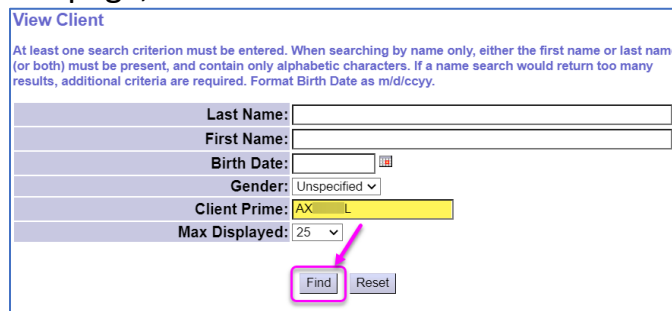
Home My Account Change Password Help ▾ Customer Service ▾ Log Out

ciisuser1 - State Kids (State) Switch

Client ▾ View Client
Provider ▾ SIS Assessments
Contracts ▾
Prior Authorization ▾

Filtered By Type All Notification Types ▾ Include Removed

3) On the **View Client** page, enter search criteria and select **Find**.



View Client

At least one search criterion must be entered. When searching by name only, either the first name or last name (or both) must be present, and contain only alphabetic characters. If a name search would return too many results, additional criteria are required. Format Birth Date as m/d/ccyy.

Last Name:
First Name:
Birth Date:
Gender: Unspecified ▾
Client Prime: AX-L
Max Displayed: 25 ▾

Find **Reset**

4) From the result list, select the **Last Name** hyperlink to open the record.

Export options: CSV | Excel | PDF | RTF

Last Name	First Name	Middle Initial	Title	Name Type	Birth Date	Deceased	Date of Death	Gender	Client Prime	Prime Type
SMITH				P		No		M	AX	L P

TIP: If the individual is not found, then send an email to [Devin Herigstad](#) and [Kolette Ropp](#) with the Technical Assistance Unit (TAU) and inform them of the situation.

5) In the **Level of Care** section, select **Add**.

▼ **Level of Care**
Nothing found to display.

6) On the **Level of Care** page, enter information into all fields and select **Save**:

- Status** – Enter the Level of Care status (this is normally **Approved**)
- Type Code** – Select the correct option for the individual¹.
 - HOS (aka MFCU) – Medically Fragile Children – MFW
 - NFC (aka MI) – Medically Involved Children – MIW
- Determination Date** - Enter the date the Level of Care was approved.
- End Date** – Enter the date before the individual’s 18th Birthday.

Level Of Care

A Status: **B** Type Code:

C Determination Date: **D** End Date:

How to Update the LOC on an Individual’s eXPRS Record:

1) To update an individual’s LOC, select **Edit**.

▼ **Level of Care**

LOC ID #	Status	Determination Date	End Date	Type Code	
	Approved	11/9/2022	10/31/2028	HOS	<input type="button" value="Edit"/>

¹ The **ICF/IDD** type code is automatically generated by the ONA (if applicable); it is not manually selected by CIIS. See the guide **DHR – Coding DD Waivers in the Mainframe Service Eligibility System** for instructions on entering this information into Mainframe.

2) In Edit Mode, the **Level of Care > End Date** field can be updated and saved.

Level Of Care

Status: Approved	Type Code: HOS
Determination Date: 11/9/2022	End Date: 10/31/2028

Save Reset Cancel

Replace Remove Log

TIP: To edit the entire row, select **Replace**. This will make all fields editable, and any changes can be saved.

3) To remove a row completely, select the **Remove** button.

Level Of Care

Status: Approved	Type Code: HOS
Determination Date: 11/9/2022	End Date: 10/31/2028

Save Reset Cancel

Replace Remove Log