How to Create a Client Prior Authorization (CPA) in eXPRS (general)

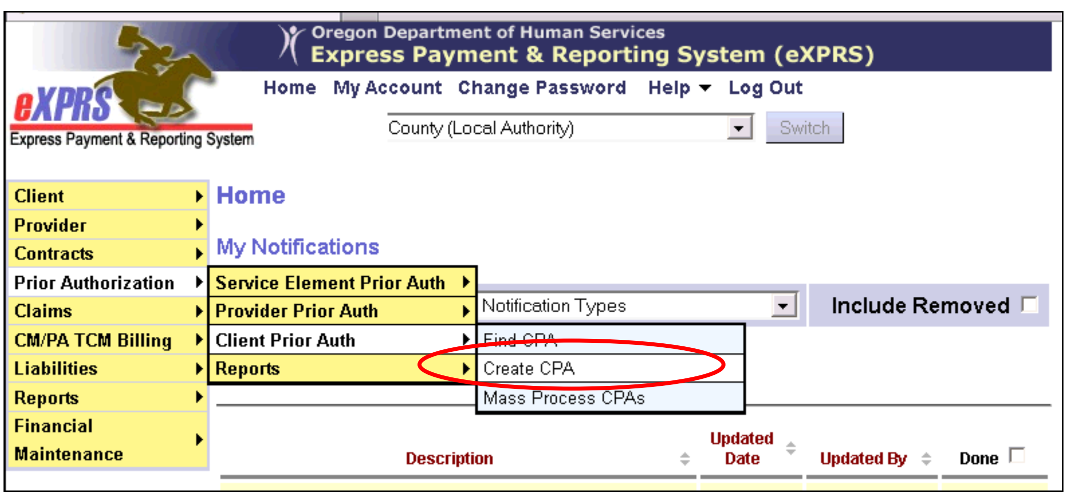
The Client Prior Authorization (CPA) is what authorizes services for a client to be delivered by a provider. A CPA must be in "accepted" status to be activated and thus allowing the provider to submit claims for payment against. CPAs are created and a submitted by the client's CDDP.

PLEASE NOTE: To create a CPA for DAILY SE54 – Employment and Alternative Services, refer to the "**How to Create a Daily SE54 CPA**" guide.

To create a CPA in eXPRS:

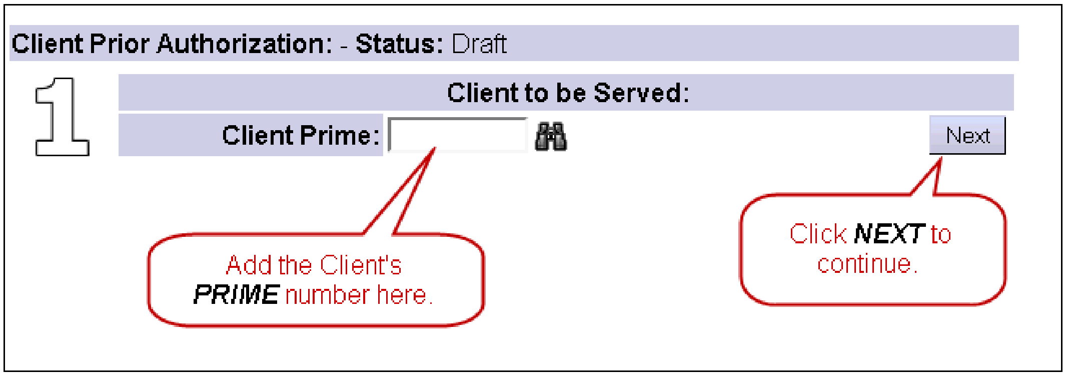
1. Login to eXPRS. The person doing this work must have either the **CPA Manage**r user role or the **CPA Preparer** user role to create a CPA in eXPRS. If you have multiple roles in eXPRS, you'll want to be working as the role appropriate for the work you'll be doing.

2. From the yellow left-hand navigation menu, select ***PRIOR AUTH → CLIENT PRIOR AUTH → CREATE CPA***. This will take you to the **Create Client Prior Authorization** page.

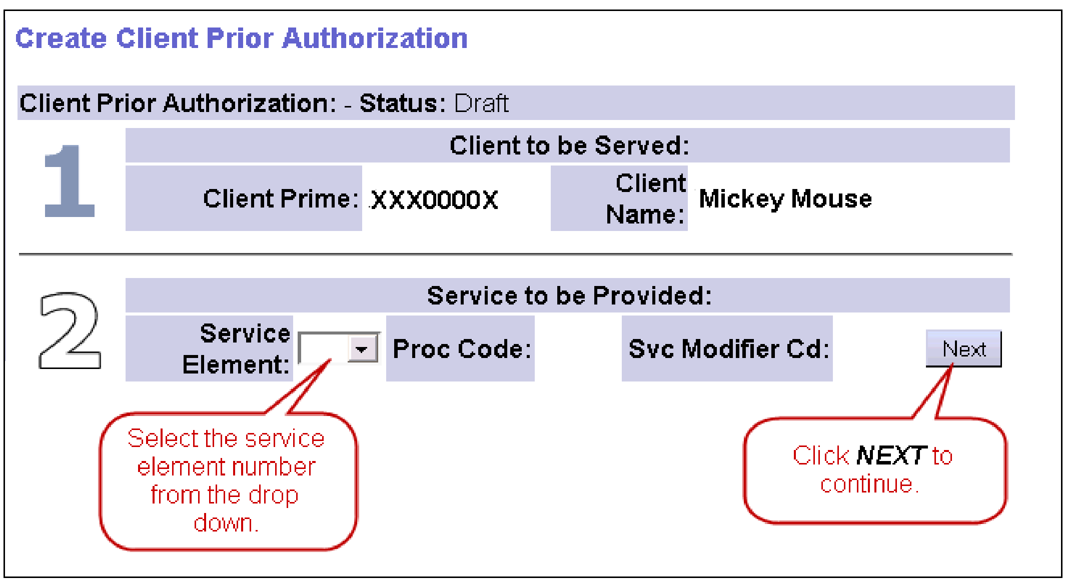


3. Once in the **Create Client Prior Authorization** page, you will work through the different sections of the CPA.

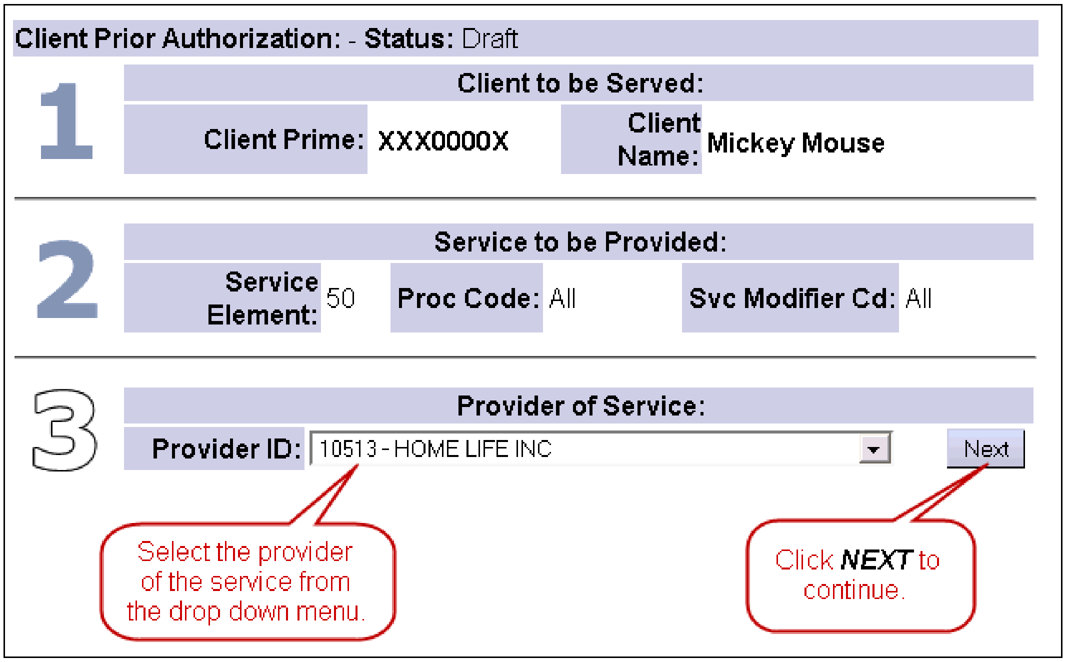
   In Section #1, enter the client's **Prime Number** in the field shown. Click ***NEXT***. This will auto-fill the client's name and move you to Section #2.



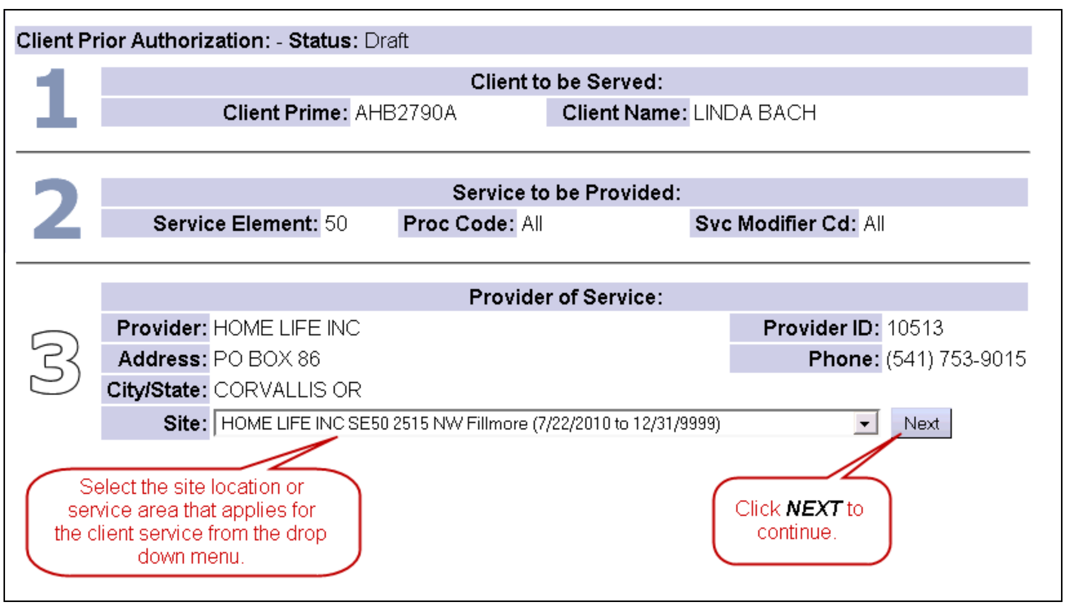
4. In Section #2, in the **Service Element** drop down, select service you are creating the CPA for; this will auto-fill the rest of this section. If not, select "**ALL**" in the fields remaining. Click ***NEXT*** to move to Section #3.



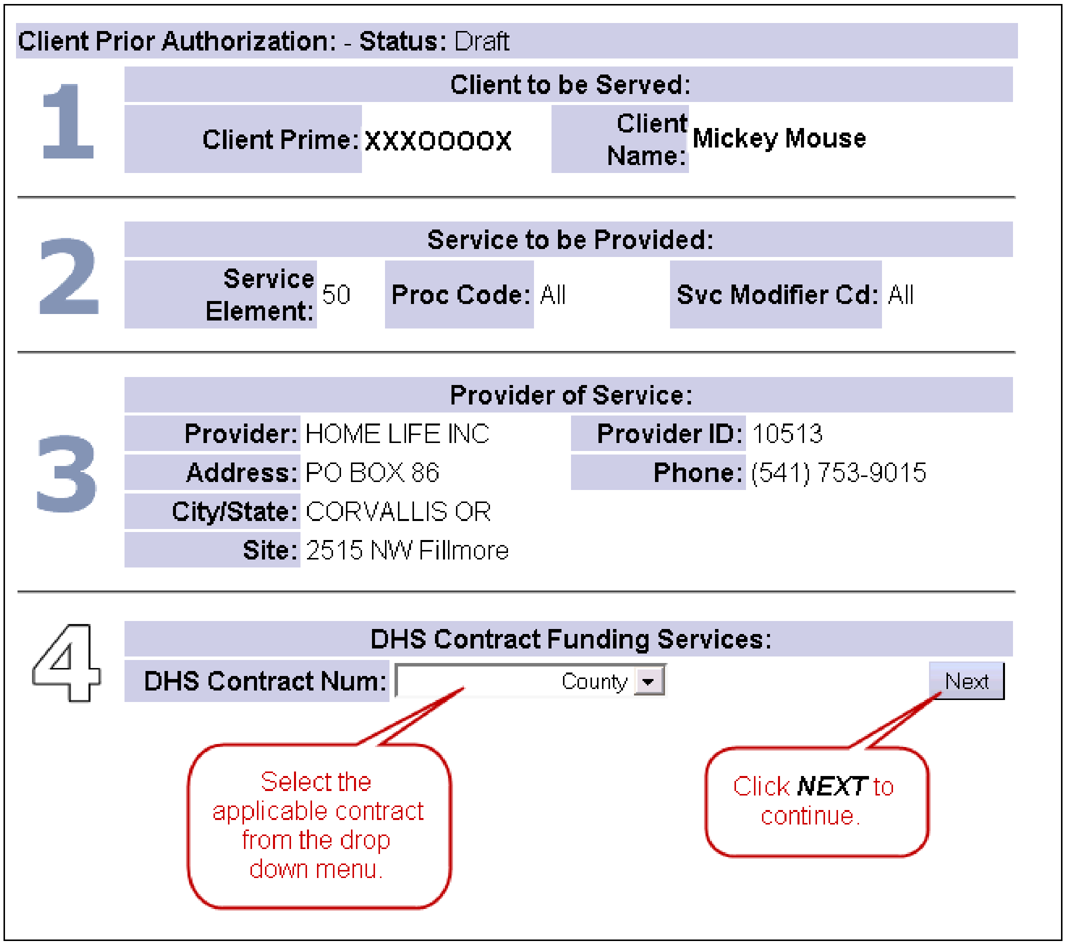
5. In Section #3, from the drop down menu, select the provider of the service. Click ***NEXT*** to open the next fields in this section.



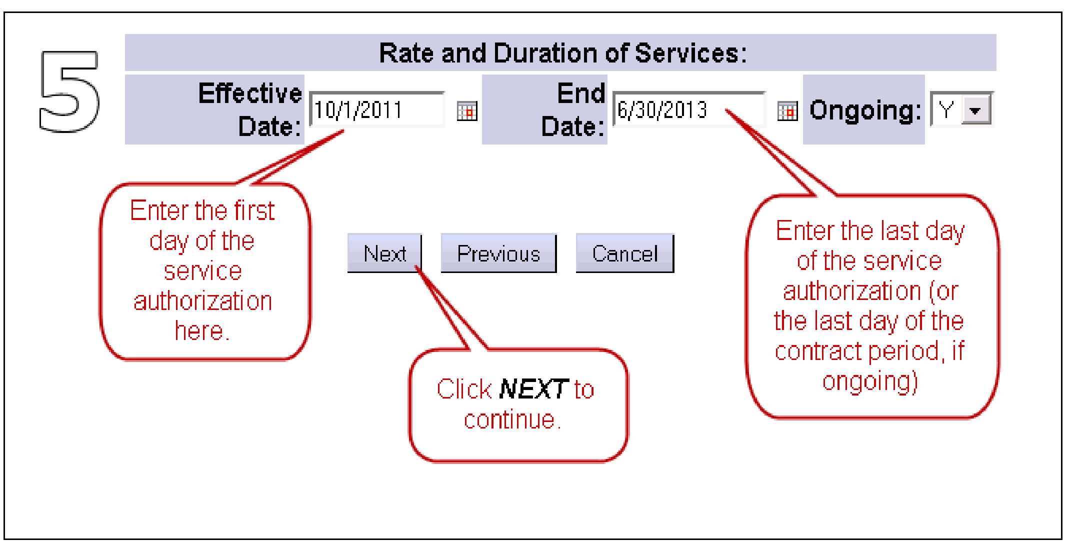
In the **Service Area** box, select site address or service area of the service to be provided. You may only have one choice. Click ***NEXT*** to move to Section #4.



6. In Section #4, from the drop down menu, select the **DHS contract number** that applies for the date range of the service. Click ***NEXT*** to move to Section #5.

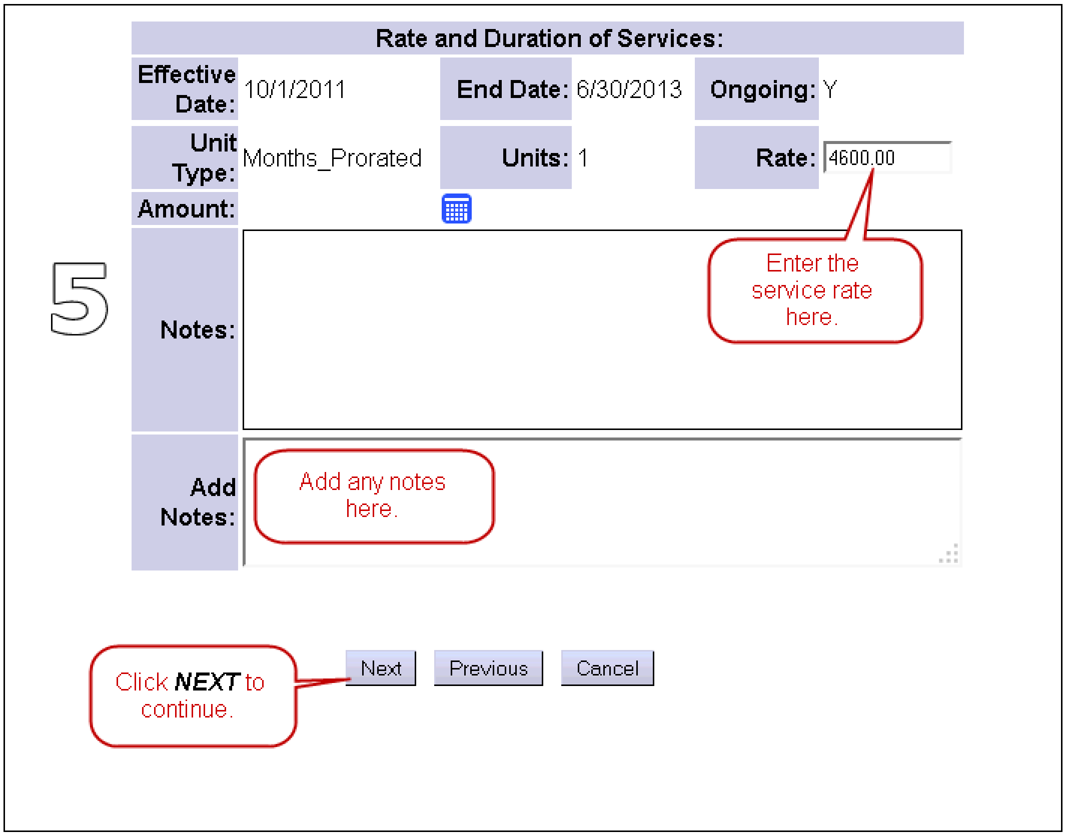


7. In Section #5, enter the **Effective Date** (the first date of the service authorization) and the **End Date (the last date of the service authorization)** for the service for this person.



If the service is expected to be ongoing, enter the last day of the biennium and select "**Y**" in the **Ongoing?** field. If not, select the appropriate **END DATE** and "**N**" in the **Ongoing?** field. Click ***NEXT*** to continue.

8. Add the number of units rate (which may auto-fill for you) and the rate for the service. You can also add any notes you wish in the **Add Notes** field. Click ***NEXT*** to continue.



9. Click ***SAVE***. If you have the CPA Preparer role, this is all you can do.

10. If you have the CPA Manager role, click ***SUBMIT*** to activate the CPA in the system.

11. Once you've completed your work, you may want to review the status of the CPA.
    a. If it's in "***Accepted***" status, then nothing else needs to be done.
    b. If in "***Pending***", then it requires State staff review/acceptance.

c. If still in "***Draft***" status, you most likely got an error message when you attempted to submit. Refer to the appropriate "**CPA Problem Solving Matrix**" guide for assistance.