eXPRS
Express Payment & Reporting System

How to Create an "Optional" PPA

The system requires a PPA for each provider in each service element, for each new contract period (biennium). *(For example: If provider "A" provides DD50, DD51, and DD54 services, then provider "A" would need have 3 "optional PPAs"; one for each service element.)* If you choose to "opt out," of using the PPA function to manage a provider's service authorization funding limits, then you only need to create the "optional PPA" once a contract term (biennium). You won't have to create PPAs again until the next contract term.

To create an "optional" PPA:

1. From the yellow left-hand navigation menu, click *Prior Authorization* ➔ *Provider Prior Auth* ➔ *Create PPA*.

2. Once in the new window, enter the 5-digit provider number for the provider you want to create the PPA for. If you don't know the number, click the *BINOCULARS* next to the entry box and you can search to find it.

3. Then enter the 6-digit contract number that has been assigned to you for the current contract period (biennium). This will be a different number every contract period (biennium).

4. With both boxes completed, click *NEXT*. This will take you to the next window.

5. From this window, verify that you have the correct Provider & Contractor. If correct, click *ADD*. This will take you to the create PPA screen.

6. From this screen, you will have to enter/verify the following:

    a. In the top section, click on the box next to *PPA Optional* at the top right of the page. This should add a check mark to the box, indicating you've chosen an "optional" PPA.

b. In the **Service Element,** select the appropriate service element number for the service for this provider from the drop down menu. Remember, if the provider more than one service type (for example: residential and employment), you'll need to do a PPA for the provider in each service.

c. The **Proc Code** window should already read *ALL*.

d. Select *ALL* from the **Modifier Code** drop down menu.

e. Enter the **Effective Date** of **7/1/2xxx** (the first day of the contract period/biennium)

f. Enter the **End Date** of **6/30/2xxx** (the last day of the contract period/biennium)

g. The **rate** and the **units** boxes can remain blank.

h. The Date **Increment** box remains at *Month-Prorate.*

i. The **Amount** box should already be **$0**. This should have auto-filled in when you checked the **PPA Optional** box. If not, enter "**0**" in the **Amount** window.

j. The **Ongoing** window can be either **Y** or **N** from the drop down menu.

k. Enter any notes that you want in the **PPA Notes** field.

7. Click *SAVE*. This saves the PPA as a *draft*.

8. Repeat steps #1-7 for each provider you contract with in each service element they provide services for.

9. Once you have accepted your SEPA from DHS, go back into eXPRS, find your *draft* PPAs, open each and click *SUBMIT*. This will put your PPAs in to *pending acceptance* status, until the provider accepts it.

10. The providers will need to sign into eXPRS and accept the PPAs you have just sent them.

11. Once the PPAs are in *accepted* status, you can begin creating/submitting CPAs for individuals to be served by that provider.