

How to Find individual Provider Service Prior Authorizations (SPAs) in POC (CDDPs/Brokerages)

eXPRS has enabled a new page/feature that allows users to search for provider Service Prior Authorizations (SPAs) in POCs without having to go into an individual POC first. This is useful when needing to find and submit multiple draft SPAs for POCs that may have other services in accepted status. It will also assist ODDS staff to easily find and approve individual SPAs that are pending review.

To search/find provider SPAs without having to go through the POC:

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in under the Local Authority (for CDDPs shown below)

Login

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

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="County (Local Authority)"/>

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or Contractor (for Brokerages) Organization role.

Login

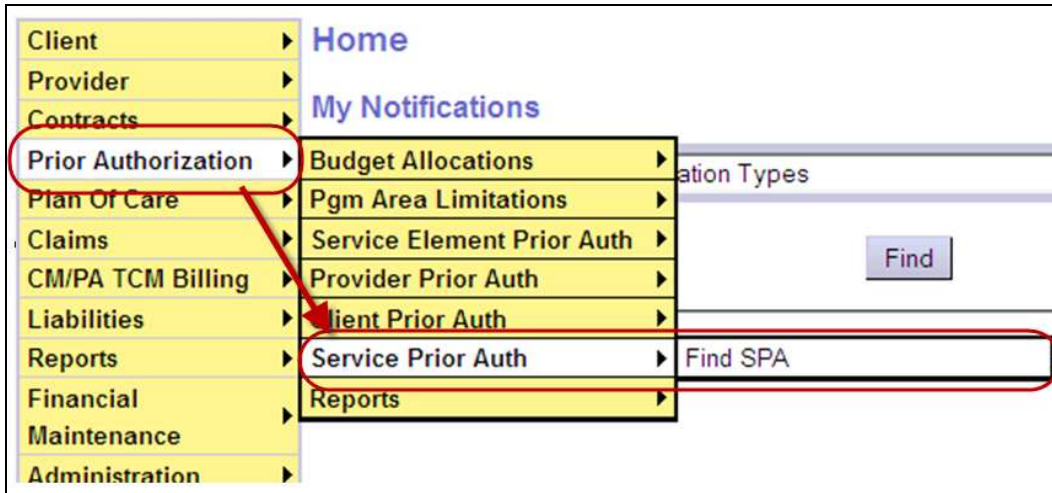
Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="Brokerage (Contractor)"/>

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- From the left-hand, yellow navigational menu, click on **Prior Authorization** → **Service Prior Auth** → **Find SPA**.



- Users will now be in the **Find Service Prior Authorization** page. In this page, users have many options to use to search for SPAs; by specific provider, by client, by SPA status, by specific POC service code, etc.

Find Service Prior Authorization

Enter one or more search criteria. Only exact matches are supported. Results returned are limited to 20,000 rows.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

SPA ID:	<input type="text"/>	
Service Location/PSW SPD Provider ID:	<input type="text"/>	
Rendering/Agency eXPRS Provider ID:	<input type="text"/>	
Pay To Provider ID:	<input type="text"/>	
Client Prime:	<input type="text"/>	
Status:	<input type="text"/>	<input type="button" value="v"/>
Service Element:	<input type="text"/>	<input type="button" value="v"/>
Procedure Code:	<input type="text"/>	<input type="button" value="v"/>
Svc Modifier Cd:	<input type="text"/>	<input type="button" value="v"/>
DHS Contract Num:	<input type="text"/>	
Effective Date:	<input type="text"/>	
End Date:	<input type="text"/>	
Review Required:	<input type="text"/>	<input type="button" value="v"/>
Max Displayed:	25	<input type="button" value="v"/>

Exact: Yes No

Exact: Yes No

4. With the search criteria desired entered, click **FIND** to get a list of provider SPAs.

→ Pro-Tip: If wishing to submit multiple draft SPAs as a batch, search using the **status = draft**. The results list will return with check boxes to the far left. You can then select/submit any/all of those draft SPAs, as needed.

The screenshot shows a table of provider SPAs with the following columns: SPA ID, Client Prime, Name, Element, Code, Svc Modifier, Units, DHS Contract Num, Effective Date, End Date, Rendering Provider, Pay To Provider, Rate, Amount, Review Required, and Status. Two rows are visible, both with a checked box in the SPA ID column. A 'Totals' row shows a total rate of \$41.03 and a total amount of \$2,186.80. A 'Submit' button is located below the table. Callouts indicate that clicking a SPA ID opens the SPA, the results list is exportable, and checking boxes allows for batch submission.

SPA ID	Client Prime	Name	Element	Code	Svc Modifier	Units	DHS Contract Num	Effective Date	End Date	Rendering Provider	Pay To Provider	Rate	Amount	Review Required	Status
<input checked="" type="checkbox"/> 18	xyx9999a	LAST, First	151	OR526	NA	40.00	142126	6/1/2015	6/30/2015	PSW #1	TNT Fiscal Intermediary Services Inc	\$13.75	\$550.00	Yes	Draft
<input checked="" type="checkbox"/> 18	xyx9999a	LAST, First	151	OR526	NA	60.00	142126	6/1/2015	6/30/2015	Agency Provider	Agency Provider	\$27.28	\$1,636.80	Yes	Draft
Totals:												\$41.03	\$2,186.80		

- The results list is exportable, as needed.
- Users can open and view a specific provider SPA by clicking on the blue SPA ID number for the SPA.

5. If an SPD ID is clicked, users will be taken to the **View Service Prior Authorization** page. Once in this page, users can view the SPA details, view any SD billing entries that have been submitted against the SPA (if any), and take any action available to the user based on their assigned user permissions.

View Service Prior Authorization

Service Prior Authorization: 109		Status: Accepted	
Client Prime:	xyz9999a	Client Name:	FIRST LAST
Service:	49/OR526-Attendant Care, home or comm/NA-Not Applicable		
Rendering Provider:	PSW #1		
Service Location:	PSW #1		
Pay To Provider:	TNT Fiscal Intermediary Services Inc		
DHS Contract Num:	142	County:	
Effective Date:	10/1/2014	End Date:	10/14/2014
Units:	140.00 Hours per Month	Rate:	\$13.00
Amount:	\$1,820.00	Balance:	\$312.00
Created By:		Created Date:	10/7/2014
Updated By:		Updated Date:	10/7/2014
Notes:	<p>Notes related to the SPA, such as why it suspended, etc. will be listed here.</p>		

SD entries submitted against the SPA.

Service Delivered

Export options: CSV | Excel | PDF | RTF

SPA ID	Service Date	Begin Time	End Time	Units	Amount	SD Status	Claim ICN
109	10/07/2014	04:00 PM	08:00 PM	4.00	\$52.00	Approved	
109	10/11/2014	11:00 AM	11:00 PM	12.00	\$156.00	Approved	
109	10/12/2014	12:00 PM	08:00 PM	8.00	\$104.00	Approved	

Service Delivered found: 3

Void

Cancel

Previous

Actions on this SPA available to the user, based on their assigned user permissions.