

How to Enter a POC Add-On in eXPRS for **Daily Residential** services for State Staff

(updated 6/16/2022)

As a part of the ODDS Compass Project, 24-hour Residential services for Adults and Children have transitioned from a Monthly to a **Daily** service. With this transition to a **Daily** service, service authorizations have moved to eXPRS Plan of Care as Service Prior Authorizations (**SPAs**).

The **Daily** Residential service rate is a **FIXED** rate derived from the individual's ONA Service Group and the licensed capacity for the residential site where the individual lives.

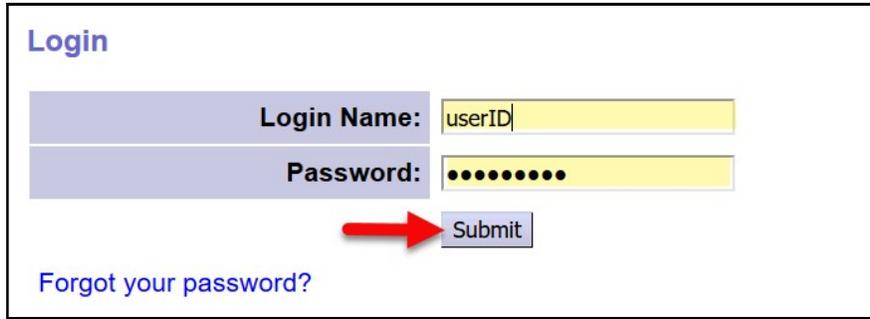
If the ONA for the individual results in a rate exception for the service, a Plan of Care (POC) **Add-On** for a supplemental rate amount to be paid **in addition to** the **FIXED** rate when the provider bills for services can be added in the individual's POC.

A few things to keep in mind regarding POC rate Add-Ons for **Daily** Residential services.

- POC Add-Ons must first be approved through the current ODDS Exceptions process in place for Daily Residential services.
- Entry of Add-Ons for **Daily** Residential services (SE50, SE142, SE152) in Plans of Care are currently managed by ODDS staff with the appropriate eXPRS permissions.
- POC Add-Ons can only be added to an individual's POC after the SPA for the **Daily** Residential service has been submitted and is in either ***accepted*** or ***pending*** status.
- POC Add-Ons are date limited with a specific service date range the Add-On supports.

To enter a POC Add-On for Daily Residential Services:

1. Log in to eXPRS.



Login

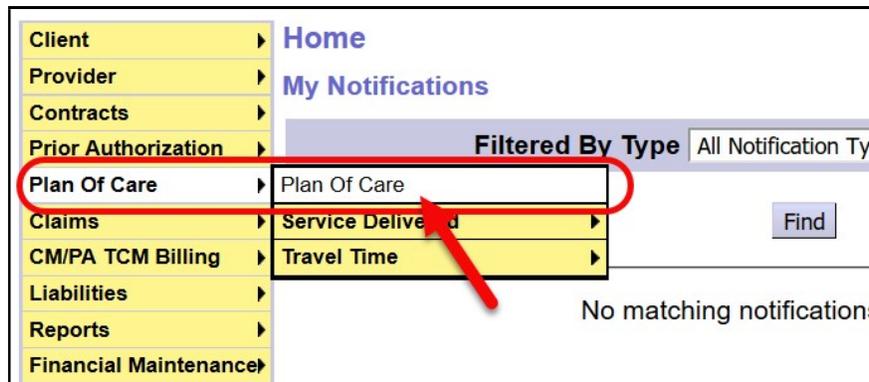
Login Name: userID

Password: ●●●●●●

Submit

[Forgot your password?](#)

2. From the left-hand navigational menu, click on **Plan of Care** → **Plan of Care** to find the POC that needs the Add-On entered.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶

Plan Of Care ▶ Plan Of Care

Claims ▶ Service Delivered

CM/PA TCM Billing ▶ Travel Time

Liabilities ▶

Reports ▶

Financial Maintenance ▶

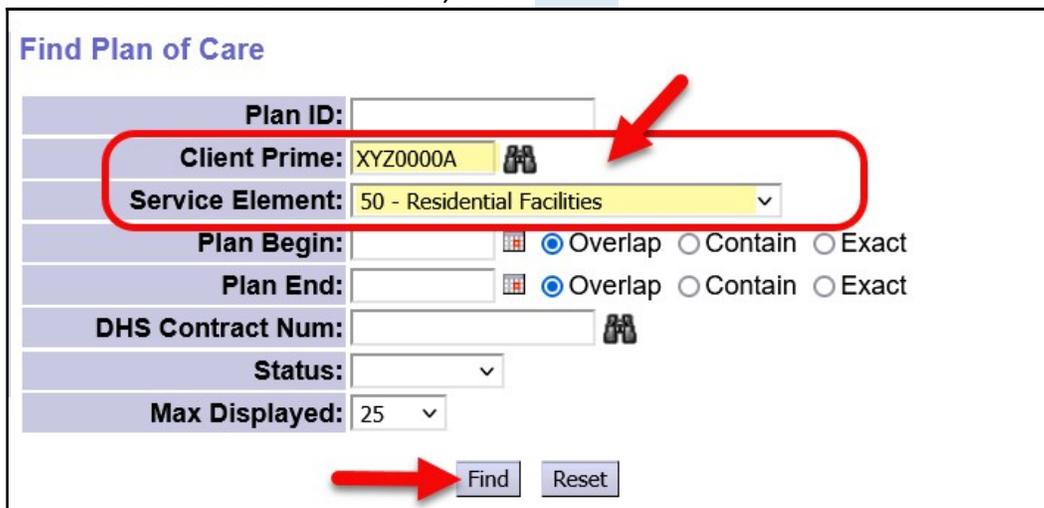
Filtered By Type All Notification Typ

Find

No matching notifications

3. In the **Find Plan of Care** page, search for Plan of Care for the individual that needs a POC Add-On. Easiest way to search will likely be to use the criteria shown below:
 - **Client Prime** = the individual's **DHS Prime Number**
 - **Service Element** = the applicable residential **service element** for the individual (SE50, SE142 or SE152).

With the search criteria entered, click **Find**.



Find Plan of Care

Plan ID:

Client Prime: XYZ0000A

Service Element: 50 - Residential Facilities

Plan Begin: Overlap Contain Exact

Plan End: Overlap Contain Exact

DHS Contract Num:

Status:

Max Displayed: 25

Find Reset

- If there is a POC in eXPRS that matches the search criteria entered, it will display below the search fields. Click on the **blue Plan ID** number to open the POC that needs the Add-On entered.

Search criteria: DHS Contract Num: [], Status: [], Max Displayed: 25. Buttons: Find, Reset.

Export options: CSV, Excel, PDF, RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
37****9		FCHDALA MPMHALPB		05/01/2020	04/30/2021	Accepted
43****0		FCHDALA MPMHALPB		05/01/2021	04/30/2022	Accepted
49*****5		FCHDALA MPMHALPB		05/01/2022	04/30/2023	Accepted

- With the individual's POC now open, click on the **Residential** tab to check the authorization status for the individual's Residential services.

Plan of Care

Plan Id: [], Client Name: [], Plan Status: Accepted, Plan Dates: 5/1/2022 - 4/30/2023, Client Prime: []

Buttons: Edit, Copy, Print Summary

Tabs: Service Eligibility, Plan Overview, In Home Service, **Residential**, Supported Living, Community, Transportation, Ancillary, Legacy

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
5/1/2022 - 4/30/2023	120.00

- In the **Residential** tab, look for the authorization for the individual's **Residential** services. Confirm that the status of the authorization reads **Accepted** (or **Pending**).

****** A POC Add-On can be successfully entered on a POC **only if** the service authorization it is to support is in **pending** or **accepted** status.

Plan of Care

Plan Id: [], Client Name: [], Plan Status: Accepted, Plan Dates: 5/1/2022 - 4/30/2023, Client Prime: []

Buttons: Edit, Copy, Print Summary

Tabs: Service Eligibility, Plan Overview, In Home Services, **Residential**, Supported Living, Community, Transportation, Ancillary, Legacy

Plan Details

Draft Pending Accepted Withdrawn Void Select

SE	Procedure	Modifier	Units	Dates	Status
50	ORAGH - Residential Facilities	NA	1.00 Days per Day	7/1/2022 - 4/30/2023	Accepted

Auth Id	Provider	Dates	Units	Rate	Pay To Provider	Review?	Status
50032346	Agency Provider A Adult GH 1	7/1/2022 - 4/30/2023	1.00	NA	Agency Provider A	No	Accepted

- With the service authorization status confirmed, click on the **Plan Overview** tab. This will take you back to the area of the POC where you can enter the POC Add-On.

Plan of Care

Plan Id: [Redacted] Plan Dates: 5/1/2022 - 4/30/2023
 Client Name: [Redacted] Client Prime: [Redacted]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living Community Transportation Ancillary Legacy

▼ Plan Details Draft Pending Accepted Withdrawn Void Select

SE	Procedure	Modifier	Units	Dates	Status
50	ORAGH - Residential Facilities	NA	1.00 Days per Day	7/1/2022 - 4/30/2023	Accepted

Auth Id	Provider	Dates	Units	Rate	Pay To Provider	Review?	Status
50032346	Agency Provider A Adult GH 1	7/1/2022 - 4/30/2023	1.00	NA	Agency Provider A	No	Accepted

- Back in the **Plan Overview** tab, click on **Edit** just above, to open the POC for updates.

Plan of Care

Plan Id: [Redacted] Plan Dates: 5/1/2022 - 4/30/2023
 Client Name: [Redacted] Client Prime: [Redacted]
 Plan Status: Accepted

Edit Copy Print Summary

Service Eligibility **Plan Overview** In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
5/1/2022 - 4/30/2023	120.00

- With the **Plan Overview** tab now open for updates, scroll down the page to the **Add Ons** section in the middle of the page. Click **Add**.

Plan of Care

Plan Id: [Redacted] Plan Dates: 5/1/2022 - 4/30/2023
 Client Name: [Redacted] Client Prime: [Redacted]
 Plan Status: Accepted

Done

Service Eligibility **Plan Overview** In Home Services Residential Supported Living Community Transportation Ancillary Legacy

Plan Dates: 5/1/2022 - 4/30/2023 Update

Monthly Assessed Attendant Care/Skills Training Hours

Add Edit

Add Ons

Add View

10. You'll now see the fields to enter the POC **Add-On** information.

11. Working from left to right, add the information for the POC Add-On segment.

- Select the **Service Type** for the Add-On from the dropdown.
NOTE: the Service Type dropdown will auto-filter to show the services in that specific POC that Add-Ons can be entered for.

- Select the **Provider Category** for the Add-On from the dropdown. For Daily Residential services, this will be **Agency**.
NOTE: this dropdown, plus the **Unit Type & Frequency**, may auto-populate based on the **Service Type** selected.

- Select the **Type** of Add-On from the dropdown. You may only have one option. For Daily Residential services, the Type = **Rate**.
NOTE: this dropdown may also auto-populate based on the **Service Type** selected.

The screenshot shows the 'Add Ons' form with the following fields: Service Type (Adult Residential), Provider Cat (Agency), Type (Rate), Unit Type (Days), Frequency (Day), and Amount. The 'Type' dropdown menu is open, showing 'Rate' as the selected option. A red circle highlights the dropdown, and a red arrow points to the 'Rate' option.

- Now in the **Amount** field, enter the amount value for the **TYPE** of Add-On selected.
NOTE: the data in this field will be different based on the **TYPE** of Add-On.
 - For **RATE** Add-Ons, **this is a dollar value** of the additional amount to be paid per unit to the provider on top of the Service Group **FIXED** rate for the service.

The screenshot shows the 'Add Ons' form with the following fields: Service Type (Adult Residential), Provider Cat (Agency), Type (Rate), Unit Type (Days), Frequency (Day), and Amount (217.85). The 'Amount' field is highlighted with a red circle, and a red arrow points to it.

- Add the service dates that this Add-On covers in the **Effective Date & End Date** fields.

The screenshot shows the 'Add Ons' form with the following fields: Service Type (Adult Residential), Provider Cat (Agency), Type (Rate), Unit Type (Days), Frequency (Day), Amount (217.85), Effective Date (7/1/2022), End Date (8/31/2022), and Status (Pending). The 'Effective Date' and 'End Date' fields are highlighted with a red circle, and a red arrow points to them.

- Add any information that you'd like in the **Notes** field. This is a free text field that will allow up to 1,000 characters (including spaces & punctuation).

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
Adult Residential	Agency	Rate	Days	Day	217.85	7/1/2022	8/31/2022	Pending

Notes: (59/1000)

Add any notes or information in this space, as you'd like.

- Select the appropriate reason for the Add-On from the **Reason for Approval** dropdown.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
Adult Residential	Agency	Rate	Days	Day	217.85	7/1/2022	8/31/2022	Pending

Notes: (59/1000)

Add any notes or information in this space, as you'd like.

Reason for Approval: **ADL/IADL-Intensive Staffing**

Approval/Denial Notes: (0/2000)

Save Approve Deny Cancel

- Add any additional information that you'd like in the **Approval/Denial Notes** section. This is a free text field that will allow up to 2,000 characters (including spaces & punctuation).

With all the information for the Add-On entered, click **Approve** to save and approve the Add-On entry.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
Adult Residential	Agency	Rate	Days	Day	217.85	7/1/2022	8/31/2022	Pending

Notes: (59/1000)

Add any notes or information in this space, as you'd like.

Reason for Approval: **ADL/IADL-Intensive Staffing**

Approval/Denial Notes: (40/2000)

Add any more notes or information here.

Save Approve Deny Cancel

12. You'll now see the Add-On entry that you just entered/saved with a status of **Approved**.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected Job	Job Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved	N/A	true	

13. If you have an attachment that you would like to upload to the Add-On entry segment, click on **View**.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected Job	Job Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved	N/A	true	

14. You will now see the **Attachments** section for the Add-On entry. Click on **Browse** to search for the electronic file you want to attach.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved

Notes
Add any notes or information in this space, as you'd like.

Reason for Approval
ADL/IADL-Intensive Staffing

Approval/Denial Notes
Add any more notes or information here.

Attachments
Attach File: No file selected. File size must not exceed 4 MB

15. With the selected file pulled back to the page, click on **Upload** to add the attachment.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved

Notes
Add any notes or information in this space, as you'd like.

Reason for Approval
ADL/IADL-Intensive Staffing

Approval/Denial Notes
Add any more notes or information here.

Attachments
Attach File: **SAMPLE ATTACHMENT PDF doc.pdf** File size must not exceed 4 MB

16. With your attachment now uploaded, click on **Done** to close the Add-On entry.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved

Notes
Add any notes or information in this space, as you'd like.

Reason for Approval
Approval/Denial Notes
Add any more notes or information here.

Attachments

Attach File: No file selected. File size must not exceed 4 MB

SAMPLE ATTACHMENT PDF doc.pdf	Created: 08/16/2022 10:19:23 AM PDT	<input type="button" value="Delete"/>
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17. If you have more Add-On segments to enter for this specific POC, click **Add** to start the process to add more segments. Then follow steps #11 – 16 above to enter another Add-On segment.

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected Job	Job Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved	N/A	true	

18. With all the Add-On segment(s) added, scroll back to the top of the POC and click **Done** to close the POC.

Plan of Care

Plan Id: [REDACTED] Plan Dates: 5/1/2022 - 4/30/2023

Client Name: [REDACTED] Client Prime: [REDACTED]

Plan Status: Accepted

Plan Dates: 5/1/2022 - 4/30/2023

[Monthly Assessed Attendant Care/Skills Training Hours](#)

19. You'll now see the completed Add-On segment under the **Plan Overview** tab on the individual's POC.

Plan of Care

Plan Id: [REDACTED]
Client Name: [REDACTED]
Plan Status: Accepted

Plan Dates: 5/1/2022 - 4/30/2023
Client Prime: [REDACTED]

[Edit](#) [Copy](#) [Print Summary](#)

- Service Eligibility
- Plan Overview**
- In Home Services
- Residential
- Supported Living
- Community
- Transportation
- Ancillary
- Legacy

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
5/1/2022 - 4/30/2023	120.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
5/1/2022 - 4/30/2023	25.00	NO

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected	Job	Job Status
Adult Residential	Agency	Rate	Days	Day	\$217.85	7/1/2022	8/31/2022	Approved	N/A	true		

Plan of Care Notes