

How to Create & Submit Service Delivered (SD) Billings for for **Daily Residential** Services in eXPRS against a **Single Service Authorization**

Agency Providers

(updated 5/11/2022)

Beginning July 1, 2022, **SE50-Adult Group Home** residential services will migrate from a **MONTHLY** to a **DAILY** service and will move being authorized in an individual's Plan of Care (POC).

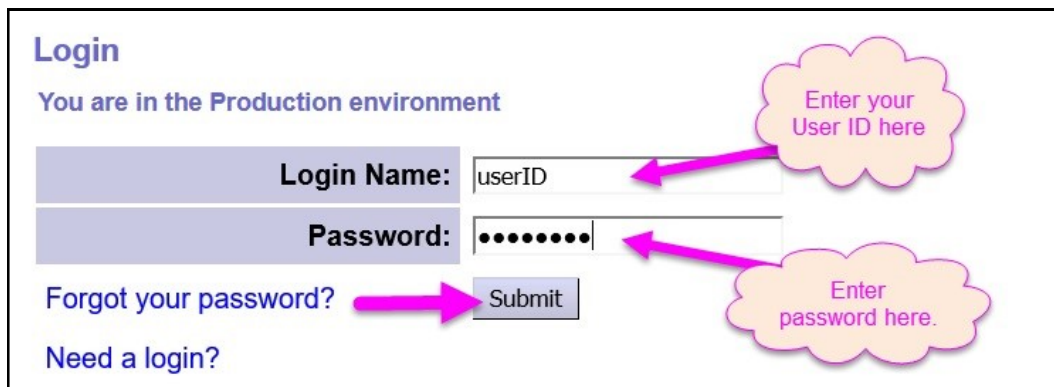
SE142-Children's Group Home and **SE152-Children's Host Home** services transitioned to entering DAILY SD Billing entries on 5/1/2022.

This guide will outline the process for billing for DAILY Residential Services (Adult GH, Child GH & Host Home) services **against one individual authorization at a time** using Service Delivered (SD) billing entries. ***The SD billing process for DAILY residential services will be the same for all.***

→ ***Please note:*** the change in the billing process ***will not*** change the processes for providers to collect/receive **Room & Board** and/or **Service Contribution** (aka: "offset") amounts each month from the payees for the individuals they serve. The process for these payments has not changed.

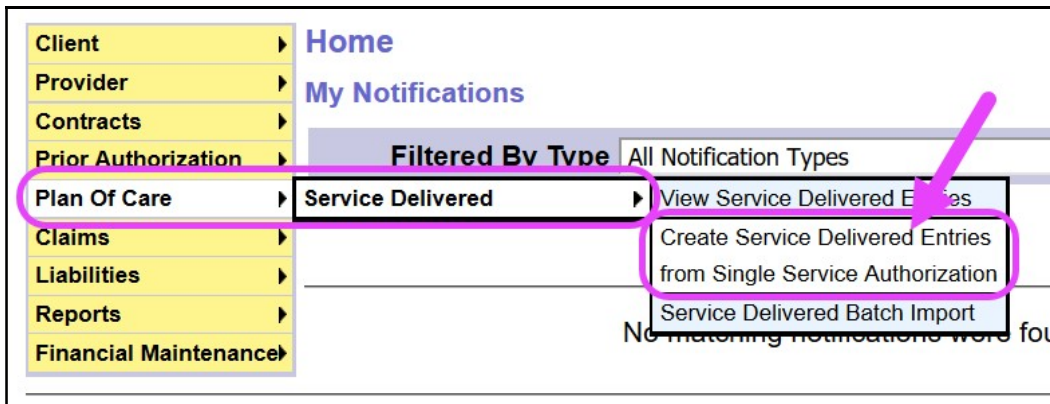
To create/submit SD Billings for **DAILY Residential** services:

1. Log in to eXPRS.



The screenshot shows the eXPRS Login page. At the top, it says "Login" and "You are in the Production environment". Below this are two input fields: "Login Name:" with the text "userID" and "Password:" with masked characters "••••••". To the left of the password field is a link "Forgot your password?" and below it is a link "Need a login?". To the right of the password field is a "Submit" button. Two pink callout boxes with arrows point to the input fields: one pointing to the "Login Name" field with the text "Enter your User ID here", and another pointing to the "Password" field with the text "Enter password here".

2. From the left-hand, yellow navigation menu, click on **Plan of Care → Service Delivered → Create Service Delivered Entries from Single Service Authorization**.



3. In the **Create Service Delivered from Single Service Authorization** search page, search for your Daily Residential service authorizations that are active & ready to be claimed against.

To search, use the criteria:

- **Service Element** = the DAILY Residential Service (SE50, SE142 or SE152) you wish to bill
- **Effective Date** = first service date you wish to bill
- **End Date** = the last service date you wish to bill

Click **Find** to search.

A screenshot of the 'Create Service Delivered Entries from Single Service Authorization' search page. The form contains several input fields: 'Client Prime:', 'Service Location/PSW SPD Provider ID:', 'DHS Contract Num:', 'Service Element:' (a dropdown menu), 'Procedure Code:', 'Svc Modifier Cd:', 'Effective Date:', and 'End Date:'. The 'Service Element' dropdown is highlighted with a pink circle. The 'Effective Date' and 'End Date' fields are also highlighted with a pink circle, with the dates '7/1/2022' and '7/31/2022' entered respectively. To the right of these fields are two 'Exact:' labels, each followed by 'Yes' and 'No' radio buttons, with the 'No' buttons selected. At the bottom of the form are 'Find' and 'Reset' buttons. A pink arrow points to the 'Find' button.

5. Any active authorizations ready to bill that meet the search criteria entered will return in a results list below.

Svc Modifier Cd:
Effective Date: 7/1/2022
End Date: 7/31/2022

Exact: ☐ Yes ☒ No
Exact: ☐ Yes ☒ No

Name	Service Location/PSW
VADAR, ELLA - xyz0000a	Agency SE50 123 Any St - 1*****1

SPA#	Proc Code	Modifier	Rate	Units	Unit	Frequency	Begin	End
48***68	ORAGH - Adult Group Home	NA - Not Applicable	NA	1.00	Days	Day	7/1/2022	6/30/2023

6. To bill for **Daily Residential** services provided, start from the results list and click on the dollar sign (\$) icon to the far right of the service you wish to bill.

Svc Modifier Cd:
Effective Date: 7/1/2022
End Date: 7/31/2022

Exact: ☐ Yes ☒ No
Exact: ☐ Yes ☒ No

Name	Service Location/PSW
VADAR, ELLA - xyz0000a	Agency SE50 123 Any St - 1*****1

SPA#	Proc Code	Modifier	Rate	Units	Unit	Frequency	Begin	End
48***68	ORAGH - Adult Group Home	NA - Not Applicable	NA	1.00	Days	Day	7/1/2022	6/30/2023

7. In the **Service Delivered by Service Authorization** page, you can now bill for the dates that you provided the DAILY residential service to the individual.

In the **Create Multiple Draft SDs** section of the page, enter the dates or a date range that service was provided.

Service Delivered By Service Authorization

Provider: Agency SE50 123 Any Street - 2*****2
Client Name: ELLA VADAR
CM Organization: 1****9 - Authorizing CME
Service: SE50/ORAGH-Adult Group Home/NA-Not Applicable
Rate: \$0.00
Units: 1 Days per Day

Dates: 7/1/2022 - 6/30/2023
Client Prime: xyz0000a
Review Req: No

Create Multiple Draft SDs

Service Begin Date	Service End Date
7/1/2022 <input type="text"/>	7/6/2022 <input type="text"/>

8. This will automatically create **draft** SD billings below, one for each date in the date range entered.

Create Multiple Draft SDs

Service Begin Date: 7/1/2022 Service End Date: 7/6/2022 Add

Select ☐

	Date	Billed Units	Status	SD Modifier Reason
<input type="checkbox"/>	07/01/2022	1	Draft	Regular
<input type="checkbox"/>	07/02/2022	1	Draft	Regular
<input type="checkbox"/>	07/03/2022	1	Draft	Regular
<input type="checkbox"/>	07/04/2022	1	Draft	Regular
<input type="checkbox"/>	07/05/2022	1	Draft	Regular
<input type="checkbox"/>	07/06/2022	1	Draft	Regular
<input type="checkbox"/>			Draft	Regular

6.000

Save All Cancel Changes

For items checked above Void Submit Delete

9. If you are reporting an absence from service for one or more of those dates, simply select the appropriate absence reason from the **SD Modifier Reason** dropdown menu. Then click **Save All** to save the reason selected.

Select ☐

	Date	Billed Units	Status	SD Modifier Reason
<input type="checkbox"/>	07/01/2022	1	Draft	Regular
<input type="checkbox"/>	07/02/2022	1	Draft	Regular
<input type="checkbox"/>	07/03/2022	1	Draft	Regular
<input type="checkbox"/>	07/04/2022	1	Draft	Regular
<input type="checkbox"/>	07/05/2022	1	Draft	Regular
<input type="checkbox"/>	07/06/2022	1	Draft	Absent Without Leave
<input type="checkbox"/>			Draft	Family Visit

6.000

Save All Cancel Changes

10. With any SD modifier reasons selected and saved, you can now submit your **draft** SD billings. Check the boxes to the far left of the SD billings, and then click **Submit**.

Select	Date	Billed Units	Status	SD Modifier Reason
<input checked="" type="checkbox"/>	07/01/2022	1	Draft	Regular
<input checked="" type="checkbox"/>	07/02/2022	1	Draft	Regular
<input checked="" type="checkbox"/>	07/03/2022	1	Draft	Regular
<input checked="" type="checkbox"/>	07/04/2022	1	Draft	Family Visit
<input checked="" type="checkbox"/>	07/05/2022	1	Draft	Family Visit
<input checked="" type="checkbox"/>	07/06/2022	1	Draft	Regular
<input type="checkbox"/>			Draft	Regular

6.000

For items checked above

11. Once the SD billings have processed through the system validation edits, all SDs that are **approved** for payment will be moved to the **Approved** section at the bottom of the page.

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For items checked above

▼ **Approved**

Date	Billed Units	Status	SD Modifier Reason
07/01/2022	1	Approved	Regular
07/02/2022	1	Approved	Regular
07/03/2022	1	Approved	Regular
07/04/2022	1	Reported	Family Visit
07/05/2022	1	Reported	Family Visit
07/06/2022	1	Approved	Regular

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12. eXPRS will aggregate all **approved** SD billing entries and move them into claims for payment in the claims aggregation process that runs 2 – 3 times per week for Agency Providers.
13. Repeat steps #3 – #11, to create new SD billings for DAILY residential services for other individuals and/or dates.

14. For SD billings that move to a status other than ***approved***, providers can use the [POC SD Billing Problem Solving Matrix](#) on the [eXPRS Help Menu](#) to assist in troubleshooting.