

How to Authorize DD Foster Care COVID Daily Sustainability Payments in eXPRS Plan of Care (POC)

(updated 4/3/2020)

In response to supporting DD Foster Care providers through the COVID health crisis, ODDS has authorized the use of Daily Sustainability payments for DD Foster Care Providers.

Additional ODDS Policy information regarding the utilization of the COVID Daily Sustainability payments can be found in the below transmittals:

- ***Sustainability Payments for I/DD Child Foster Home Providers***
([APD-PT-20-050](#))

The COVID Daily Sustainability payments will be authorized under:

- **SE257 / ORCFC / ZU** – for Children’s Foster Care
- **SE257 / ORAFC / ZU** – for Adult Foster Care

Please note: the COVID Daily Sustainability payments are for Children’s Foster Care only at this time.

To authorize COVID Daily Sustainability payments in POC:

1. Login in 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)"/>

[Forgot your password?](#)

2. From the left-hand yellow navigational menu click on **Plan of Care → POC → Update POC** to find the POC that needs to have COVID Daily Sustainability payments added.



3. In the **Find Plan of Care** page, search for the POC that needs to have COVID Daily Sustainability payments added. Best practice is to search by the individual's prime number. With the search criteria entered, click **FIND** to search.

The screenshot shows the 'Find Plan of Care' search form. It includes fields for Plan ID, Client Prime (with 'xyz0000a' entered and circled in pink), Service Element, Plan Begin, Plan End, DHS Contract Num, Status, and Max Displayed. There are radio buttons for 'Overlap', 'Contain', and 'Exact' for both Plan Begin and Plan End. At the bottom, there are 'Find' and 'Reset' buttons, with the 'Find' button highlighted by a pink arrow.

4. From the search results, open the POC for the individual that need the Daily COVID Sustainability payments authorize. Click on the **blue Plan ID** number to open the POC.

The screenshot shows a table of search results. The table has columns for Plan ID, Client Prime, Client Name, DHS Contract Num, Plan Begin, Plan End, and Status. The third row is circled in pink, showing Plan ID '32****4', Client Prime 'xyz0000a', Client Name 'PANSY FLOWERS', and Plan End '08/31/2020'. Above the table, there are 'Find' and 'Reset' buttons and 'Export options' for CSV, Excel, PDF, and RTF.

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
24****2	xyz0000a	PANSY FLOWERS		08/01/2018	08/31/2018	Accepted
23****3	xyz0000a	PANSY FLOWERS		09/01/2018	08/31/2019	Accepted
32****4	xyz0000a	PANSY FLOWERS		09/01/2019	08/31/2020	Accepted

5. In the **Update Plan of Care** page, at the bottom of the POC click **Add Plan Line** to add the FC Daily COVID Sustainability payments authorization.

Update Plan of Care

Plan Id: 32*****4	Plan Dates: 9/1/2019 - 8/31/2020
Client Name: PANSY FLOWERS	Client Prime: xyz0000a
Plan Total: \$99,114.00	Plan Status: Accepted

Monthly Assessed Attendant Care/Skills Training Hours

Dates: 9/1/2019 - 8/31/2020 Hour Limit: 0.00

*SE	*Procedure Code	*Modifier	*Units	*Dates	Status	Total
258	ORCFC - Child FC services	NA	1 per Month, Prorated	9/1/2019 - 8/31/2020	Accepted	\$90,882.69

Auth Id	*Provider	*Units	*Rate	Pay-To Provider	*Dates	Status	Amount
33*****7	Child FC Provider	1	\$7,597.91	Child FC Provider	10/1/2019 - 8/31/2020	Accepted	\$63,577.01

6. In the open Plan Line row, work from left to right, adding the service information.

- In the ***SE** dropdown, select **257 – Ancillary Services**.

A screenshot of a dropdown menu for the *SE field. The menu is open, showing several options. The option '257 - Ancillary Services' is highlighted in blue, and a pink arrow points to it. Other visible options include '54 - Employment & Alternative'.

- In the ***Procedure Code** dropdown, select the appropriate Foster Care procedure code option. Once selected, the modifier **ZU – COVID KPlan Pmts** will auto fill.

A screenshot of a dropdown menu for the *Procedure Code field. The menu is open, showing several options. The option 'ORCFC - Child FC services in SE258' is highlighted in blue, and a pink arrow points to it. Other visible options include 'OR570 - Behav Consult Assessmt Training', 'ORAFC - Adult FC services in SE158', and 'S5165 - Home modifications per service'.

- In the ***Units** section, add **21** for the number of days/units. The COVID Daily Sustainability payments are limited to a **maximum of 21 days/year**.

*Modifier: ZU - COVID K Plan Pmts
 *Units: 21 Days / Year

- In the ***Dates** section, enter the date range for the Plan Line authorization. *Maximum date range is 4/1/2020 – 12/31/2020.*

*Dates: 4/1/2020 - 8/31/2020
 Status: Draft
 Total: [Save] [Cancel]

7. With all the Plan Line information completed, click **SAVE** to save the Plan Line.

Status Total: [Draft] [Save] [Cancel]

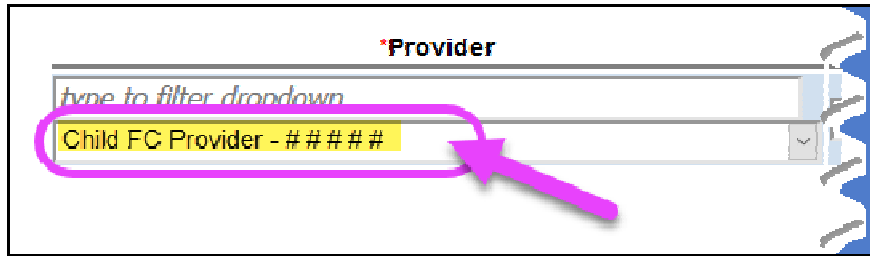
8. Under the Plan Line, click on **Add Provider** to add the authorization for the FC Daily COVID Sustainability payments.

*SE	*Procedure Code	*Modifier
▼ 257	ORCF - Child FC services - COVID19	ZU - COVID K Plan Pmts 21

[Add Provider]

9. In the open SPA row, move left to right, adding the applicable information.

- In the ***Provider** dropdown, select the appropriate FC provider's record.



- Complete the remaining SPA information.
 - **Units** = the number of days; *maximum days allowed is 21*
 - **Rate** = the calculated DAILY rate for FC services - *the client's Monthly FC rate x 12 months / 366 days = Daily Rate.*
 - **Dates** = the date range for the Daily payments

Click **SAVE** to save the SPA information.

10. With the SPA information saved in **draft**, click **SUBMIT** to submit the authorization.

*SE	*Procedure Code	*Modifier	*Units	*Dates	Status	Total					
257	ORCFC - Child FC services - COVID19	ZU - COVID K Plan Pmts	21 Days per Year	4/1/2020 - 8/31/2020	Draft	\$5,231.31	Edit	Delete			
Auth Id	*Provider	*Units	*Rate	Pay-To Provider	*Dates	Review?	Status	Amount			
36*****9	Child FC Provider	21	\$249.11	Child FC Provider	4/1/2020 - 8/31/2020	No	Draft	\$5,231.31	Edit	Submit	Delete