

## How to Create & Submit Service Delivered (SD) Billing for COVID Daily Sustainability Payments

(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.

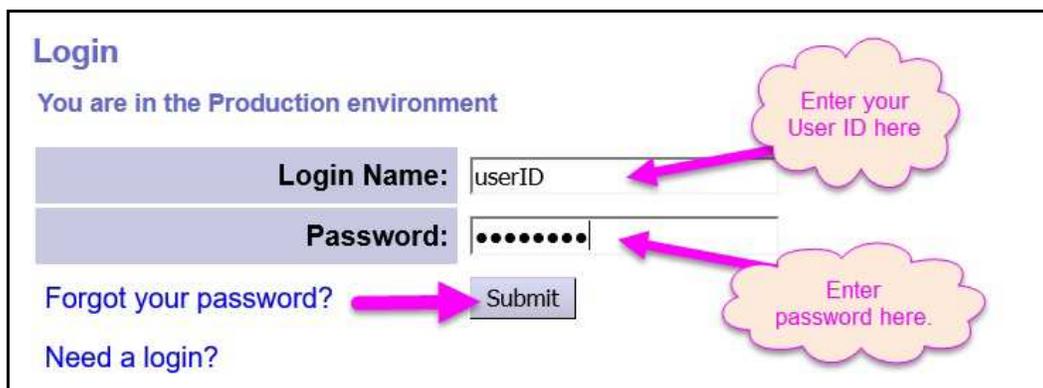
Additional ODDS Policy information regarding the utilization of the COVID Daily Sustainability payments can be found in the below transmittals:

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

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

### **To Bill for COVID Daily Sustainability payments:**

1. Login to eXPRS. If you have more than one record associated to your eXPRS user account, select the applicable record for the service to be billed as the **Organization/Program Area**. Then click **SUBMIT** to login.



The screenshot shows the eXPRS login interface. At the top left, 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 a masked password "••••••". To the right of the "Login Name" field is a pink callout bubble that says "Enter your User ID here" with a pink arrow pointing to the field. To the right of the "Password" field is another pink callout bubble that says "Enter password here." with a pink arrow pointing to the field. Below the "Password" field is a "Forgot your password?" link with a pink arrow pointing to a "Submit" button. At the bottom left, there is a "Need a login?" link.

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



- In the **Create Service Delivered from Single Service Authorization** search page, you will need to first search for your authorization for the COVID Sustainability payments. Those services will be authorized under SE257, using the applicable Foster Care procedure code.
  - Children’s Foster Care = **SE257 / ORCFC / ZU**
  - Adult Foster Care = **SE257 / ORAFC / ZU**

 A screenshot of the 'Create Service Delivered Entries from Single Service Authorization' search form. The form has several input fields: Client Prime, Service Location/PSW SPD Provider ID, DHS Contract Num, Service Element (dropdown), Procedure Code (dropdown), Svc Modifier Cd, Effective Date, and End Date. The 'Service Element' dropdown is set to '257 - Ancillary Services' and the 'Procedure Code' dropdown is set to 'ORCFC - Child FC services in SE258'. Both dropdowns are highlighted with a pink oval. The 'Effective Date' is set to 4/1/2020 and the 'End Date' is set to 4/30/2020, both highlighted with a pink oval. To the right of the date fields are two 'Exact:' labels, each with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Find' and 'Reset' buttons, with a pink arrow pointing to the 'Find' button.

With your search criteria entered, click **Find** to return your search results.

- Any active authorizations that meet the search criteria entered will return in a results list below, grouped by individual.
- To bill for the FC Daily COVID Sustainability payments, start from the results list and click on the **\$** icon to the far right of the authorization.
 

→ **PRO TIP:** right-click on the **\$** icon to open the new page in a new tab or window. This will allow you to easily return to your original search results list.

Effective Date: 4/1/2020      Exact:  Yes  No

End Date: 4/30/2020      Exact:  Yes  No

Find    Reset    Print

Name	Service Location/PSW							
FLOWERS, PANSY - xyz0000a	Child FC Provider - #####							
SPA#	Proc Code	Modifier	Rate	Units	Unit	Frequency	Begin	End
36 ***** 9	ORCFC - Child FC services in SE258	ZU - COVID K Plan Pmts	\$249.11	21.00	Days	Year	4/1/2020	8/31/2020

7. In the **Service Delivered by Service Authorization** page, you can now add the billing data information for the service.

**Daily COVID Sustainability payment billings require specific billing data:**

- **DATE** = the date of client absence the service is being billed for
- **START TIME = 12:00AM** – since this is a daily payment, the START time should be midnight for the date billed.
- **END TIME = 12:00AM** - – since this is a daily payment, the END time should also be midnight, to calculate 24hours for the day.

Organization: [blank]

Service: SE257/ORCFC - Child FC services in SE258/ZU - COVID K Plan Pmts

Rate: \$249.11      Review Req: No

Units: 21 Days per Year      Print

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Service Hours	Total Days	Status
<input type="checkbox"/>	4/1/2020	12:00 AM	12:00 AM	0:00	0.000	Draft

For items checked above    Void    Submit    Delete

Click **Save All** after each entry to add a new row of blank fields for more data entry lines.

8. With the **SERVICE DELIVERED** billing entry data entered, users can add a check to the left-hand box for the SD entries you wish to submit for payment.

**Organization:** [blurred]  
**Service:** SE257/ORCF - Child FC services in SE258/ZU - COVID K Plan Pmts  
**Rate:** \$249.11

**Review Req:** No  
 Print

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Service Hours	Total Days	Status
<input checked="" type="checkbox"/>	4/1/2020	12:00 AM	12:00 AM	24:00	1	Draft
<input type="checkbox"/>						Draft
				24:00	1.000	

For items checked above: Void Submit Delete

Save All Cancel Changes

9. Users can now close the window/tab they were working in and return to the search results. From the results list, select another service to be billed by clicking the \$ icon next to the service authorization line.
10. Repeat steps #3 – 8, to create new **SERVICE DELIVERED** billing entries for other FC Daily COVID Sustainability payments for individuals.
11. For SD billing entries that move to a status other than **approved**, providers can use the [Service Delivered Problem Solving Matrix](#) on the [eXPRS Help Menu](#) to assist in troubleshooting.