

Action Request Transmittal Developmental Disabilities Services



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Number: DD-AR-21-060

Issue date: 7/26/2021

Topic: Developmental Disabilities

Due date: 8/31/2021

Subject: eXPRS Eligibility Draft Intake Lines

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP Eligibility Specialists and Eligibility Processors |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: The Express Payment and Reporting System (eXPRS) holds Intellectual and Developmental Disabilities (I/DD) eligibility and intake data when a signed and dated application has been received by a Community Developmental Disabilities Program (CDDP) office. CDDPs must follow [eXPRS eligibility instructions](#) and [worker guide](#), to complete eXPRS eligibility data entry within 10 days of an intake, determination, or stopping an application as indicated in Oregon Administrative Rule 411-320-0080.

By August 31, 2021, CDDP's must resolve eXPRS eligibility draft intake lines that are not actively in the eligibility determination process. ODDS will provide an eXPRS eligibility draft intake list to each CDDP of all eligibility lines in draft status. The CDDP must review and take appropriate action as indicated below:

- 1) For duplicate intake eligibility lines, submit a DDEE (0337) in eXPRS requesting the eXPRS Technical Assistance Unit (TAU) delete the duplicate line.

- 2) For draft intake eligibility lines that have not had a determination and are not actively in the determination process, follow Oregon Administrative Rule (OAR) 411-320-0080(2) and (11)
- 3) For draft intake eligibility lines actively in the determination process that are over 90 days, prioritization should be made to determine eligibility timeline according to OAR 411-320-0080(11)(c).
- 4) For all draft intake eligibility lines, the CDDP must document the status and action taken on the list provided by ODDS and return to ODDS at odds.de@dhsoha.state.or.us by September 10th, 2021.

Reason for action: eXPRS eligibility intake data is relied upon for a variety of eligibility data, service and training needs. Accuracy and quality assurance expectations outlined in this transmittal will improve eXPRS eligibility data and inform targeted eligibility related administrative outcomes.

CDDP's must assure eXPRS eligibility data is accurate and current.

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here:

[Join Microsoft Teams Meeting](#), or you can call [971-277-2343](tel:971-277-2343) using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

Field/stakeholder review: Yes No

If yes, reviewed by: Engagement & Innovation stakeholder website

If you have any questions about this action request, contact:

Contact(s): ODDS Diagnosis & Evaluation Coordinators

Phone:

Fax:

Email: odds.de@dhsoha.state.or.us