

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-22-058

Issue date: 06/10/2022

Topic: Developmental Disabilities

Due date:

Subject: Working in eXPRS After July 1, 2022 Compass Implementation

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All ODHS 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 checked="" 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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: As ODDS completes the implementation of eXPRS components related to the Compass Project, Case Management Entities (CMEs) likely have questions about how to manage authorizations for services that span July 1, 2022, when significant changes will occur. This transmittal is designed to provide you answers for the July 1, 2022 Compass Project implementation. **PLEASE READ THIS ENTIRE TRANSMITTAL.**

On May 6th the eXPRS technical team began migrating scripts for **SE50-Adult Group Home** services and some **Employment/Day Support Activity (DSA)** services (codes OR541, OR542 and OR543) and Professional Behavior Services-Maintenance (OR310) to the new Compass Project structure effective 7/1/2022. Please look for updated messages on the eXPRS Login Page noting what migration work has been completed. Remaining Employment/DSA services, in home services and transportation will be implemented late May or early June.

CMEs must perform:

A. CPA and SPA MIGRATION REVIEW:

As migration scripts are completed by the eXPRS technical team, we strongly recommend that CMEs review their new authorizations in eXPRS to:

1. Review the Service Prior Authorizations (SPAs) to confirm that the information on the SPA is accurate and make any edits needed prior to 7/1/2022. For new POCs created as part of the migration work, please pay close attention to the end dates of the new POC and SPAs as they should align with the individual's ISP dates or existing POC end date.
2. For new Compass Project services that use the new ONA SG rate structure, the rate information on SPAs will show as either "Fixed" or "NA" instead of a dollar amount depending on how you are viewing the SPA. This is expected.

B. NEW AUTHORIZATIONS - SE50-Adult Group Homes:

CMEs will continue to have authorization work to complete in eXPRS to support new or changing services that individuals receive.

1. CPA authorizations with start dates prior to 7/1/2022, regardless of when they are entered into eXPRS, should use the applicable service codes, have end dates of 6/30/2022 and manually entered rates found in the [ODDS Expenditure Guidelines](#).
2. If the service is ongoing, create a second, companion SPA authorization in Plan of Care, use the new applicable codes, and a start date of 7/1/2022. The rate will autofill.
3. Next script migration will include DD53 CPAs transportation to OR005 SPAs; the same process should be followed for that transition.

Example: a CDDP needs to enter a new SE50-Adult Group Home enrollment for an individual who moved into the group home on 5/15/2022.

- a. The CDDP would create an SE50 Client Prior Authorization (CPA) for service dates 5/1/2022 – 6/30/2022.
- b. And then create an SE50 Service Prior Authorization (SPA) in the individual's Plan of Care with a start date of 7/1/2022, ending on the POC end date.

C. NEW AUTHORIZATIONS – Employment, Day Support Activity, In-Home Attendant Care:

1. Authorizations for service dates prior to 7/1/2022 will need to utilize the service code/authorization structure that has been in use leading up to 7/1/2022 **and** have an authorization end date of 6/30/2022. These authorizations will include the rates found in the [ODDS Expenditure Guidelines](#).
2. If the service is ongoing, a second SPA authorization should be created under with the applicable service codes and have a start date of 7/1/2022.

For review of unbundling policies click the link below.

[DD-AR-22-043](#)

D. TROUBLESHOOTING ISSUES:

Some SPAs when updated and/or submitted may fail due to provider credential issues or client eligibility issues. Please utilize the [POC SPA Problem Solving Matrix](#) or the [CDDP CPA Problem Solving Matrix](#) eXPRS user guides for tips on how to resolve issues that may arise when creating and/or submitting new authorizations. Or submit an eXPRS Technical Assistance Request if you need assistance. **Our eXPRS Business Unit is processing these SPAs weekly as the providers are updating their licenses**

See transmittal [DD-IM-22-042](#) for specific details on the migration work and to view **NEW MODIFIERS**.

eXPRS AUTO-POPULATION of RATES:

The transition to the new ONA SG rate structure in eXPRS includes both manually entered rates and FIXED rate services on Service Prior Authorizations. Service Exception Add-Ons (either for rate enhancements or staffing ratio enhancements) will be entered by ODDS Assessment Unit staff after an ODDS Exception approval has been received. Specific details on the ODDS Exceptions policy and process can be found in the [ODDS Funding Review and Exceptions Worker Guide](#).

Below is an outline of which provider service rates will be auto-populated by eXPRS, and which will still require manual entry of rates on SPAs by the CME.

Authorized Provider Type	Service Type	Rate as of 7/1/2022 (Auto-populated by eXPRS)
DD Agency Providers	<ul style="list-style-type: none"> • Adult and Kids Res GH • Kids Res HH • Hourly Employment services • Day Support Activities • On the Job Attendant Care • Agency To/From Work Mileage Transportation (OR005/WD) • In-Home Attendant Care • In-Home Mileage transportation (OR004/WD & WE) • Daily Relief Care 	Auto-populated by eXPRS
DD FC Providers (who also have Transportation provider records)	<ul style="list-style-type: none"> • Agency To/From Work Mileage Transportation (OR005/WD) 	Auto-populated by eXPRS
DD Personal Support Workers	<ul style="list-style-type: none"> • In-Home mileage transportation (OR004/WD & WE) 	Auto-populated by eXPRS
DD Agency Providers and Other Independent Providers	<ul style="list-style-type: none"> • Professional Behavior Services OR310 	Auto-populated by eXPRS

Authorized Provider Type	Service Type	Rate as of 7/1/2022 (Manual Entry)
DD Foster Care Providers (Adult & Child)	<ul style="list-style-type: none"> • Adult Foster Care • Children's Foster Care • Relief/attendant care • Daily Relief Care 	Manual entry by CME

APD ALF/RCF providers (auth'd under SE50 CPAs)	<ul style="list-style-type: none"> • Adult Residential services in SE50 CPAs for individual is living in an APD ALF or RCF 	Manual entry by CME
DD Personal Support Workers	<ul style="list-style-type: none"> • In-Home Attendant Care • Employment Job Coaching (OR401) • Daily Relief Care • Hourly Relief Care 	Manual entry by CME
DD Agency Providers and Other Independent Providers (Behavior Consultants; Discovery/Job Developers)	<ul style="list-style-type: none"> • Professional Behavior Services OR570 • Employment Discovery • Employment Job Development (OR401/W3 & W9) 	Manual entry by CME
'Generic' provider	<p>Expenditures/purchases, including:</p> <ul style="list-style-type: none"> • Assistive Technology • Home & Enviro Modifications • Vehicle Modifications • Bus, Transit passes • Taxi services 	Manual entry by CME.

***Additional Manual Entry services will become fixed rate services in later iterations.**

Compass Tasks Checklist – Optional Tool for CMEs

Subject	CME Tasks
CPA and SPA migration review	<input type="checkbox"/> Review migrated SPAs to confirm accuracy of service . <input type="checkbox"/> Review SPA end dates -these should align with ISP or existing POC end date
New authorizations: SE50 Adult Group Homes	<input type="checkbox"/> For services beginning prior to 7/1/2022, enter as a CPA manually. Use existing codes and rates. <input type="checkbox"/> If the service will continue beyond 7/1/2022: create a second SPA using new codes. Start date 7/1/2022. Rates will autofill

<p>New authorizations: Employment, DSA, In-home Attendant Care</p>	<p><input type="checkbox"/> For services beginning prior to 7/1/2022, enter SPA manually. Use existing codes and rates.</p> <p><input type="checkbox"/> If the service will continue beyond 7/1/2022: create a second SPA using new codes. Start date 7/1/2022. Rates will autofill.</p>
<p>Unbundling: Professional Behavior Services</p>	<p><input type="checkbox"/> Review individuals living in 24-hour residential settings: do they currently receive services like PBS?</p> <p><input type="checkbox"/> If individual chooses, offer PBS and authorize in ISP or ISP change form. Select current residential provider if a different provider is not requested and if the residential provider has PBS endorsement. Offer full choice advising upon ISP renewal.</p> <p><input type="checkbox"/> Add PBS to POC.</p>
<p>Unbundling: Direct Nursing Services</p>	<p><input type="checkbox"/> Review individuals living in 24-hour residential settings: do they currently receive DNS?</p> <p><input type="checkbox"/> If individual chooses, offer DNS and authorize in ISP or ISP change form. Authorize current residential provider if a different provider is not requested. Offer full choice advising upon ISP renewal.</p> <p><input type="checkbox"/> Enter DNS into the Medicaid Management Information System (MMIS). DNS is not billed in eXPRS.</p>
<p>Exceptions: Agency Rates</p>	<p><input type="checkbox"/> Partner with provider agencies who feel an exceptional rate is needed for an individual by submitting a new exceptions request on the updated ODDS Exceptions and Funding Review Form (ODHS ODDS 0514). <u>Previously approved exceptional provider agency rates will not automatically carry over.</u></p> <p>See PT-22-032 for more information: https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/22032.pdf</p>

Communication/training: This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhsosha.state.or.us.

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@dhsoha.state.or.us at least three business days prior to the meeting.

If you have any questions about this information, contact:

Contact(s): For eXPRS specific questions: eXPRS Technical Assistance Unit

Email: info.exprs@dhsoha.state.or.us

Contact(s): For ODDS Transportation Service Policy Questions: Stephanie Roncal

Email: stephanie.roncal@dhsoha.state.or.us

Contact(s): For ODDS Employment Service Policy Questions: Allison Enriquez

Email: allison.enriquez@dhsoha.state.or.us