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Number: APD-AR-15-070

Issue date: 12/4/2015

Topic: Developmental Disabilities

Due date: 12/09/2015

Subject: Adjustments to Agency Provider SD Import Process

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 | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Self Sufficiency Programs | Disabilities Services(ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> ODDS Children's Intensive |
| <input type="checkbox"/> ODDS Children's | In Home Services |
| Residential Services | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Child Welfare Programs | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Agencies
(List to be provided) |

Action required:

DD Agency Providers who have access/permissions to utilize the Service Delivered (SD) Import functionality in eXPRS to submit their Service Delivered billing entry data for POC services provided may need to make modifications to their internal systems to accommodate coming eXPRS system changes for how Direct Support Hours/Time (DSH/T) is handled for service codes:

- OR401-W5 - Supported Employment, Initial Job Coaching
- OR401-W6 - Supported Employment, Ongoing Job Coaching

After the system update deployment, scheduled for the evening of Tuesday, December 8, 2015, the Direct Support Hours/Time (DSH/T) field **will no longer accept numeric values that contain a decimal** (example: 1.25). Data in the Direct Support Hours/Time field will need to be submitted using whole integer numbers, formatted in one of 2 ways:

- Whole integer numbers formatted using a colon (**hh:mm**) to represent the total time for the SD billing entry that was Direct Support time.
 - **For example:** if the total time of DSH/T for an SD billing entry is 2 hours, 17 minutes, then the data for the DSH/T field could be submitted as "**2:17**".

- Whole integer numbers without a colon to represent **TOTAL MINUTES** for the total time for that SD billing that was Direct Support time.
 - **For example:** if the total time of DSH/T for an SD billing entry is 2 hours, 17 minutes, then the data for the DSH/T field could be submitted as “**137**” to reflect the **TOTAL MINUTES** as the total DSH/T for that SD billing entry. The system will then auto-convert that total minutes time value to the hh:mm format.

Please remember that hours of direct support time **MUST** be entered. This is a required field and is critical for reporting to CMS.

Additional SD billing entry data changes coming with the scheduled system update:

- SD billing entry **Start** and **End** times will now accept exact minute time entry values, and will no longer round time entry to the nearest quarter hour.
 - Overlap of SD billings between different providers will be allowed for up to 15 minutes, to accommodate for transition time between providers.
- SD billing entries for **OR004-Mileage** will now accept numeric values to the 1/10th of a mile (one place past the decimal; for example: 27.6 miles) and will no longer round the entry to the nearest quarter mile. *(SD billing entries for OR004-Mileage still may not be submitted through the SD Import.)*

Reason for action:

The eXPRS system update release scheduled for Tuesday, December 8, 2015, will contain changes to eXPRS Plan of Care to accommodate exact time (**hh:mm**) entry for hourly Service Delivered billing entries and 1/10th of a mile data entry for Mileage billings (00.0) and will no longer auto adjust the data entered to the nearest quarter hour or nearest quarter mile.

DD Agency Providers who utilize the SD Import process may need to make adjustments to their internal data systems to align with the eXPRS system changes.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Mike McNamee, ITBSU Business Analyst		
Phone:	Mike: (503) 945-5633	Fax:	
Email:	michael.mcnamee@state.or.us info.exprs@state.or.us		

Service Delivered Import: Validation

Validation

The *Service Delivered Batch Import* interface performs basic validation of the uploaded import file, including:

1. Data type validation: expected numbers are numbers, expected dates are dates in the expected format, and expected times are times in the expected format, etc.
2. Identifier validation: specified provider service location unique identifier, service identifier triplet, and client prime number are recognized as valid identifiers for their respective record types in eXPRS.
3. Security validation: specified provider service location, service element and client on each service delivered row are accessible to logged in user according to eXPRS security constraints.
4. Persistence validation: each service delivered row as a whole can be saved successfully to the eXPRS database, considering any constraints that would prevent such persistence, beyond the previous three validation areas.

With regard to the above validation areas, the Service Delivered Batch Import interface has **all-or-nothing** behavior: either all rows/lines pass all these validation points or all fail.

In the case where all pass: The full batch of services delivered will thereafter exist in Draft status in eXPRS and will be available for submission or deletion. When submitted these service delivered entries will be subject to the same business validation rules as any other service delivered entered into eXPRS through other means. See the [How to Find-View Service Delivery Entries](#) guide for these instructions.

If any of the above basic validation points fail for any row in the import file: The file will be returned with an additional column containing the validation failure message(s) for each row that failed.

Resolving Errors

If validation failure messages are received, providers have two basic options for proceeding further: 1) resolve all specific errors in order to resubmit the complete corrected import file; or 2) remove all rows which received validation failure messages and resubmit any remaining rows which passed validation. Providers may elect to manually enter any rows which they are unable to resolve for the import process.

Messages

Message	Explanation
Wrong number of values: n	A row contains n columns instead of the required 8 or 9.
Service Location ID invalid	The first column does not contain an integer.
Service Element invalid	The second column does not contain an integer that eXPRS recognizes as a valid service element number.
Procedure Code invalid	The third column does not contain a character sequence that eXPRS recognizes as a valid procedure code.
Service Modifier Code invalid	The fourth column does not contain a character sequence that eXPRS recognizes as a valid service modifier code.
Client Prime invalid	The fifth column is blank or empty.
Service Date invalid (expected MM/dd/yyyy)	The sixth column does not contain a valid date in the format MM/dd/yyyy.
Begin Time invalid (expecting time as h:mm a)	The seventh column does not contain a valid time in the format h:mm a.
End Time invalid (expecting time as h:mm a)	The eighth column does not contain a valid time in the format h:mm a.
Direct Support Time invalid (expecting h:mm)	The ninth column does not contain valid format h:mm, for OR401 W5/W6.
Direct Support Time inappropriate	The ninth column does not contain a number between 0 (zero) and [service time]* for OR401 W5/W6, or is not blank for any other service. *[service time] = [end time] – [start time]
Service Location not found	eXPRS could not find a service location with the specified ID.

Service not found	eXPRS could not find a service with the specified service element, procedure code and service modifier code.
Client Prime not found	eXPRS could not find a client with the specified prime number.
Service Auth duplicate	eXPRS found more than one service authorization for the specified service location, service, and client prime number.
No accepted Service Auth	eXPRS could not find an accepted service authorization for the specified service location, service, and client prime number.
Service Date outside auth	eXPRS could not find an accepted service authorization for the specified service date.
Service Hours cross days	Service end time is the next day for an hourly service.
No accepted Service Auth	The user's security permissions in eXPRS do not allow them to access the service authorization (same message as a missing service authorization, for security purposes)

There are two other messages which are displayed on the web page instead of inserted into a response file. These messages are preceded by the phrase "Your request could not be completed because:"

Message	Explanation
Expected at least one row	No records could be found in the batch import file.
That file already succeeded previously; please submit a new file	A file with that name has already been successfully imported. eXPRS will not allow a file with the same name to be used after it has created draft services delivered.