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**Number:** APD-AR-16-011

**Issue date:** 2/12/2016

**Topic:** Developmental Disabilities

**Due date:** Ongoing

Expectations of providers of Service Elements 50, 51 and 142 to report

**Subject:** absences

**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 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 checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): Residential Providers, ORA, CPAO, TAU |
| <input type="checkbox"/> Child Welfare Programs                          |   |

**Action required:**

For each instance in which an individual is absent overnight from their residence, the provider must follow the direction below, as well as adhere to applicable standards and procedures to report the individual's absence. Instructions for doing this report are located as follows:

- <http://apps.state.or.us/exprsDocs/HowToCreateSubmitRegularClaims.pdf>
- <http://apps.state.or.us/exprsDocs/HowToCreateSubmitAbsenceClaims.pdf>
- <http://apps.state.or.us/exprsDocs/ProviderClaimModifierCodes.pdf>

**Description:**

This guide clarifies the standards and practices for providers of Service Elements 50, 51 and 142 on how to report overnight absences in accordance with the [Standards and Procedures](#).

**Purpose/Rationale:**

It is the provider's responsibility to accurately report overnight absences by using the claim modifiers in eXPRS for each overnight the individual is absent from the home or residence. Medicaid TXIX funding can only be utilized during the dates when the individual was receiving authorized services delivered by the provider in accordance

with the individual's ISP.

Please note that claims made during a time when an individual is away from their setting but traveling with their provider and the provider is providing authorized services do not fall under this policy.

**Applicability:**

Providers must accurately claim in eXPRS the time that they are responsible for the consumer and providing authorized services.

**Procedure(s):**

Each absence must be accurately reported including: absent without leave, vacation, family visits, jail, and hospital including medical, psychiatric, and convalescence. Instructions for doing so are located here:

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitRegularClaims.pdf>

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitAbsenceClaims.pdf>

<http://apps.state.or.us/exprsDocs/ProviderClaimModifierCodes.pdf>

**Form(s) that apply:**

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitRegularClaims.pdf>

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitAbsenceClaims.pdf>

<http://apps.state.or.us/exprsDocs/ProviderClaimModifierCodes.pdf>

[Standards and Procedures](#)

**Frequently Asked Questions:**

- Q.** What if the individual has an ISP which identifies that they have frequent visits to their family home? Does the provider need to report each night of absence in eXPRS?

**A.** Yes. Each instance of an absence must be accurately reported in eXPRS using the correct modifier.
- Q.** What if an individual is admitted to the hospital and there is a plan for that individual to return to the provider? Does the provider need to report each night of absence in eXPRS?

**A.** Yes. Each instance of an absence must be accurately reported in eXPRS using the correct modifier.
- Q.** What if an individual wants to take an impromptu holiday with the provider accompanying them to provide for the ADL/IADL supports? Does the provider need to report this as an absence in eXPRS?

**A.** No, when the provider continues to deliver the individual's ADL/IADL supports as identified in the ISP and within the guidelines outlined by Department policy, the provider should use the code REG in eXPRS.

**Q.** What does “overnight” consist of?

**A.** This may vary depending on each individual’s schedule. Generally “overnight” should be interpreted as where the individual sleeps during a 24-hour period.

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:** CDDP/Brokerage policy review groups

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

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