

Anna Lansky  

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**Number: APD-AR-17-024**  
**Issue date: 5/5/2017**

**Topic:** Developmental Disabilities

**Due date: 5/5/2017 –  
6/30/2017**

**Subject:** 2015-17 End of the Biennium Processes - CDDPs

**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<br>Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                          | <input checked="" type="checkbox"/> ODDS Children's Intensive<br>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<br>Residential Services | <input type="checkbox"/> Other ( <i>please specify</i> ):                                  |
| <input type="checkbox"/> Child Welfare Programs                             |  |

**Action required:**

To prepare for the end of the 2015-2017 Biennium (BI), CDDPs and CIIS are directed to take the below actions.

**eXPRS Client Prior Authorizations (CPA):**

In order for a CPA to be rolled into the 2017-2019 biennium automatically:

- Review all CPAs with an ongoing flag of "Y" (Yes) that have an end date of June 30, 2017.
- Review any CPAs with an end date of June 30, 2017 and an ongoing flag of "N" to confirm that the flag is accurate. If not, update the flag.
- Review all "ACCEPTED" DD 50, 51, 53 and 142 CPAs to ensure the monthly rate matches the individual's approved budget or Tier rate.
- Review all "DRAFT" or "PENDING" CPAs.
- Delete/Void/Withdraw any CPAs that do not need to be accepted.
- Contact your Funding Allocation Coordinator (FAC) for questions on any

“PENDING” CPAs.

- “DRAFT” CPAs that should be in accepted status are to be reviewed and steps taken to get them accepted.
- All CPAs for the 2015-2017 BI will need to be corrected no later than August 31, 2017.
- Any changes made to a 2015-2017 CPA after **May 19, 2017**, will be the CDDPs responsibility to update/create the 2017-2019 CPA.

### **eXPRS Plan of Care (POC):**

Review all Plan lines and corresponding Service Prior Authorizations (SPAs) to ensure entries match the individual’s Individual Support Plan (ISP) and Adult Needs Assessment/Children’s Needs Assessment (ANA/CNA). Make corrections in POC as needed.

Accepted SPAs for the Procedure Codes below, with an end date of 6/30/17 are within a POC that ends on or after July 1, 2017 and have been entered in eXPRS as of **May 19, 2017** will roll in to the next biennium to the end of the plan year.

- OR 004 – Community Transportation
- OR 100 – In Home Care, ADL
- OR 101 – In Home Care, IADL
- OR 310 – Behavior Support service (on-going)/ **NOTE: OR 570 will not be rolled automatically.**
- OR 401 – Job Coaching – only modifiers W4, W5 and W6
- OR 526 – Attendant Care Support (ADL/IADL)
- OR 541 – Employment Path Services
- OR 542 - DSA
- OR 543 (W2) – Small Group Supported Employment

SPAs associated with Procedure Codes not listed above must be manually entered by the CDDP to authorize services as of 7/1/2017.

Any accepted SPAs with a Plan Date that ends prior to July 1, 2017 will not roll in to the next biennium. Any SPAs entered in to a POC **May 20, 2017 or later** will need to be manually entered by the CDDP if needed for the 2017-19 BI.

Any SPA in draft or pending status will not roll over during the automated process. These will need to be done manually by the CDDP.

Plan Lines already entered by your agency for services July 1, 2017 forward that disappeared from your agency's view after entry in to POC will be available for your agency to view after the DD 48 and 248 CPAs are created for the 2017-2019 BI.

Review all Service Delivery (SD) lines that are in draft, pending or suspended status for the 2015-2017 BI. Determine if the SDs are to be approved, need ODDS approval or denied/voided and follow current procedures to processes.

Review all kid's plans in POC to ensure summer hour changes are entered correctly in the SPAs.

**eXPRS Service Element Prior Authorizations (SEPAs) for 2017-2019:**

CDDPs will be required to accept one SE 48 or 148 SEPA to initiate rollover in mid-May. Further details on this will be communicated later in the rollover process.

Once CAU has received confirmation from the Office of Contracts & Procurement that your CDDP has signed and submitted the 2015-2019 Interagency Agreement amendment to extend the contract to June 30, 2019, CAU will process the SEPAs for DD 02, 48, 55 and 157 for the 2017-2019 biennium and submit the SEPA to pending acceptance status for each CDDP to review and approve. CDDP is to review and accept the 2017-2019 SEPAs.

SEPA funding will be released after July 1, 2017.

**eXPRS Provider Prior Authorizations (PPAs):**

PPAs with an end date of June 30, 2017 will be rolled in to the new biennium. These PPAs will be reviewed and accepted by ODDS. If there are any provider agencies that are no longer providing services for your county, please notify your Fund Allocation Coordinator (FAC). Your FAC will void any PPAs for that provider agency for your county.

**Reason for action:**

To ensure all CPAs and POC SPAs are ready to be rolled with accurate information in to the next biennium.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:**

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

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OBSOLETE